

**ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP  
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<b><u>GENERAL FUND</u></b>				
AGRICULTURE, WEIGHTS AND MEASURES	55	5,256,794	3,638,090	1,618,704
AIRPORTS	59	2,518,785	2,461,028	57,757
COUNTY MUSEUM	67	4,540,213	3,145,487	1,394,726
ECONOMIC AND COMMUNITY DEVELOPMENT:				
ECONOMIC PROMOTION	76	926,263	68,000	858,263
SMALL BUSINESS DEVELOPMENT	78	228,956	40,000	188,956
ECONOMIC DEV/PUBLIC SVC GROUP ADMIN	80	98,000	-	98,000
LAND USE SERVICES:				
ADMINISTRATION	85	-	-	-
CURRENT PLANNING	89	2,150,272	2,150,272	-
ADVANCE PLANNING	91	3,665,734	1,979,710	1,686,024
BUILDING AND SAFETY	93	4,743,001	4,654,771	88,230
CODE ENFORCEMENT	95	2,803,194	258,200	2,544,994
FIRE HAZARD ABATEMENT	97	1,872,613	1,872,613	-
PUBLIC WORKS DEPARTMENT:				
REGIONAL PARKS	102	6,407,943	5,760,448	647,495
SURVEYOR	115	2,958,835	2,958,835	-
REGISTRAR OF VOTERS	148	3,393,942	673,500	2,720,442
SPECIAL DISTRICTS:				
FRANCHISE ADMINISTRATION	151	296,432	-	296,432
TOTAL GENERAL FUND		<u>41,860,977</u>	<u>29,660,954</u>	<u>12,200,023</u>
<b><u>DEBT SERVICE FUND</u></b>		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
REDEVELOPMENT AGENCY:				
DEBT SERVICE	144	4,617,327	3,662,500	954,827
<b><u>SPECIAL REVENUE FUNDS</u></b>				
AGRICULTURE, WEIGHTS AND MEASURES:				
CALIFORNIA GRAZING	58	140,240	6,000	134,240
AIRPORTS:				
COMMERCIAL HANGAR	62	2,198,380	888,640	1,309,740
COUNTY LIBRARY	64	12,217,331	11,759,634	457,697
ECONOMIC AND COMMUNITY DEVELOPMENT	73	56,888,676	41,540,670	15,348,006
JOBS AND EMPLOYMENT SERVICES	82	20,697,693	20,678,428	19,265
LAND USE SERVICES:				
GENERAL PLAN UPDATE	99	1,615,336	1,000,000	615,336
HABITAT CONSERVATION	100	260,479	120,996	139,483

**ECONOMIC DEVELOPMENT/PUBLIC SERVICES GROUP  
SUMMARY**

	<b>Page #</b>	<b>Approp</b>	<b>Revenue</b>	<b>Fund Balance</b>
<b>PUBLIC WORKS DEPARTMENT:</b>				
COUNTY TRAIL SYSTEM	105	6,339,243	5,541,665	797,578
PROPOSITION 12 PROJECTS	107	2,000,000	2,000,000	-
PROPOSITION 40 PROJECTS	108	1,000,000	1,000,000	-
REGIONAL PARKS MAINTENANCE/DEV	109	982,057	185,000	797,057
CALICO GHOST TOWN MARKETING SCVS	110	405,156	389,300	15,856
OFF-HIGHWAY VEHICLE LICENSE FEE	112	76,842	25,000	51,842
BLOCKBUSTER PAVILION IMPROVEMENTS	113	169,958	29,000	140,958
SURVEY MONUMENT PRESERVATION	118	304,903	91,751	213,152
ROAD OPERATIONS CONSOLIDATED	119	57,789,203	41,794,579	15,994,624
CALTRANS CONTRACT	122	288,100	415,487	(127,387)
ETIWANDA INTERCHANGE IMPROVEMENT	124	1,477,489	8,504,313	(7,026,824)
HIGH DESERT CORRIDOR	125	648,400	446,457	201,943
DEVELOPMENT PROJECTS	126	3,131,112	631,421	2,499,691
MEASURE I FUNDS	128	25,400,625	9,182,484	16,218,141
<b>REDEVELOPMENT AGENCY:</b>				
OPERATING FUND	139	5,023,818	1,665,118	3,358,700
HOUSING FUND	142	4,192,159	585,472	3,606,687
<b>SPECIAL DISTRICTS:</b>				
FISH AND GAME COMMISSION	153	41,861	15,000	26,861
TOTAL SPECIAL REVENUE FUNDS		<u>203,289,061</u>	<u>148,496,415</u>	<u>54,792,646</u>
<b><u>CAPITAL PROJECTS FUNDS</u></b>				
<b>REDEVELOPMENT AGENCY:</b>				
INFRASTRUCTURE IMPROVEMENTS	146	7,389,625	300,000	7,089,625
SENIOR HOUSING PROJECT	147	270,789	30,000	240,789
TOTAL CAPITAL PROJECTS FUNDS		<u>7,660,414</u>	<u>330,000</u>	<u>7,330,414</u>
<b><u>ENTERPRISE FUNDS</u></b>				
		<b>Operating Expense</b>	<b>Revenue</b>	<b>Revenue Over (Under) Exp</b>
<b>COUNTY MUSEUM:</b>				
ULTRASCREEN THEATRE	70	4,000	7,000	3,000
MUSEUM STORE	71	154,789	159,000	4,211
<b>PUBLIC WORKS DEPARTMENT:</b>				
REGIONAL PARKS SNACK BARS	114	86,262	103,500	17,238
SOLID WASTE OPERATIONS	130	42,323,884	43,827,202	1,503,318
SITE CLOSURE/MAINTENANCE	133	939,285	8,355,325	7,416,040
SITE ENHANCEMENT/EXPANSION	134	3,033,798	5,246,861	2,213,063
GROUNDWATER REMEDIATION	136	3,195,223	4,770,789	1,575,566
ENVIRONMENTAL MITIGATION	138	1,621,000	1,820,618	199,618
TOTAL ENTERPRISE FUNDS		<u>51,358,241</u>	<u>64,290,295</u>	<u>12,932,054</u>

## OVERVIEW OF BUDGET

**DEPARTMENT: AGRICULTURE/WEIGHTS AND MEASURES**  
**AGRICULTURAL COMMISSIONER/SEALER: EDOUARD P. LAYAYE**

	<b>2002-03</b>				
	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Cost</b>	<b>Fund Balance</b>	<b>Staffing</b>
Ag, Weights & Measures	5,256,794	3,638,090	1,618,704		72.7
California Grazing	140,240	6,000		134,240	-
<b>TOTAL</b>	<b>5,397,034</b>	<b>3,644,090</b>	<b>1,618,704</b>	<b>134,240</b>	<b>72.7</b>

**BUDGET UNIT: AGRICULTURE/WEIGHTS AND MEASURES (AAA AWM)**

### I. GENERAL PROGRAM STATEMENT

The Department of Agriculture/Weights and Measures enforces state and local laws protecting the environment, public health, worker safety, and the general welfare of the public by regulating the agricultural industry, pest control businesses, and all business transactions based on count, weight, and volume. Additional duties include the inspection of produce and eggs, control of vegetation along state and county road right-of-ways and flood control channels, and the manufacture of rodent baits for sale to the public. The department is also responsible for management of the county's predatory animal control program.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	4,349,075	4,843,847	4,560,872	5,256,794
Total Sources	3,179,886	3,417,434	3,479,143	3,638,090
Local Cost	1,169,189	1,426,413	1,081,729	1,618,704
Budgeted Staffing		69.0		72.7
<b><u>Workload Indicators</u></b>				
Quarantine Shipments	33,161	35,000	27,743	33,000
Detection Traps	4,439	4,500	5,318	6,600
Pesticide Use Inspections	1,026	1,400	1,075	1,100
Dozen Eggs Inspected	2,150,175	1,750,000	2,194,494	2,000,000
Weed Control Acres	6,528	7,000	5,730	7,000
Devices Inspected	32,862	35,000	33,967	35,000
Packages Inspected	231,112	150,000	175,129	200,000
Petroleum Site Inspections	1,636	1,900	1,523	1,700

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

Budgeted staffing has been increased by 3.7 positions. This increase is the result of adding 5.0 Agricultural Field Aide positions to the state-funded Pest Detection program; partially offset by the elimination of 1.0 vacant Public Information Clerk and a 0.3 reduction in the use of Public Service Employees.

#### **PROGRAM CHANGES**

The Pest Detection program is being expanded by 2,100 traps at the request of the state. In addition to the additional staff required, six compact trucks are needed for this expanded program (five for the additional Agricultural Field Aides, in addition to one for an Agricultural Standards Officer reassigned to this program). The costs related to this program are fully funded by the state.

## AGRICULTURE/WEIGHTS AND MEASURES

GROUP: Economic Development/Public Services  
DEPARTMENT: Agriculture/Weights & Measures  
FUND: General AAA AWM

FUNCTION: Public Protection  
ACTIVITY: Protective Insp

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	3,233,570	3,332,365	3,530,577	105,008	3,635,585
Services and Supplies	1,196,123	1,339,748	1,331,041	44,300	1,375,341
Central Computer	14,248	14,248	17,034	-	17,034
Other Charges	7,514	11,566	11,566	(4,161)	7,405
Equipment	65,995	77,535	77,535	73,287	150,822
Transfers	43,422	68,385	68,385	2,222	70,607
Total Appropriation	4,560,872	4,843,847	5,036,138	220,656	5,256,794
<b>Revenue</b>					
Licenses & Permits	451,519	435,300	435,300	13,300	448,600
Fines & Forfeitures	26,325	39,000	39,000	3,000	42,000
Use of Money & Property	1,110	900	900	100	1,000
Current Services	815,929	921,050	921,050	19,000	940,050
State, Fed or Gov't Aid	2,126,490	1,974,684	1,974,684	185,256	2,159,940
Other Revenue	54,006	46,500	46,500	-	46,500
Total Revenue	3,475,379	3,417,434	3,417,434	220,656	3,638,090
Operating Transfers In	3,764	-	-	-	-
Total Sources	3,479,143	3,417,434	3,417,434	220,656	3,638,090
Local Cost	1,081,729	1,426,413	1,618,704	-	1,618,704
Budgeted Staffing		69.0	69.0	3.7	72.7

### Total Changes in Board Approved Base Budget

Salaries and Benefits	164,996	MOU adjustments.
	33,216	Retirement rate adjustment.
	198,212	
Services and Supplies	3,849	Risk management liabilities rate adjustments.
	(541)	EHAP rate reduction.
	21,020	General inflation allowance.
	(33,035)	2% local cost reduction.
	(8,707)	
Central Computer	2,786	
Total Appropriation Change	192,291	
Total Revenue Change	-	
Total Local Cost Change	192,291	
Total 2001-02 Appropriation	4,843,847	
Total 2001-02 Revenue	3,417,434	
Total 2001-02 Local Cost	1,426,413	
Total Base Budget Appropriation	5,036,138	
Total Base Budget Revenue	3,417,434	
Total Base Budget Local Cost	1,618,704	

## AGRICULTURE/WEIGHTS AND MEASURES

### Board Approved Changes to Base Budget

Salaries and Benefits	152,330	Additional Agricultural Field Aides (5.0 FTE) for Pest Detection.
	(36,615)	0.3 FTE reduction in PSEs (-6,182) and 1.0 Public Info. Clerk (-30,433).
	2,493	Net adjustment for miscellaneous benefits.
	(13,200)	Elimination of Overtime (-6,000) and Uniform/Merit allowance (-7,200).
	<u>105,008</u>	
Services and Supplies	9,600	Membership/tuition required by MOU for professional/management.
	20,000	Increased herbicide purchases for weed control work.
	(15,000)	General office expense (-10,000) and Wildlife Control (-5,000).
	30,500	Increased motor pool charges due to additional vehicles.
	(800)	Net reduction from all remaining services and supplies adjustments.
	<u>44,300</u>	
Other Charges	<u>(4,161)</u>	Reduction in interest paid on three on-going lease purchases.
Equipment	68,500	An increase of five compact trucks from the prior year (for a total of six trucks to be purchased in 2002-03). These vehicles are needed for the Pest Detection Program.
	4,787	Increase in principal paid on three on-going lease-purchases.
	<u>73,287</u>	
Transfers	2,222	Rent increase for office space in Ontario and Fontana.
Total Appropriation	<u>220,656</u>	
Revenue		
Licenses & Permits	15,000	Increase in device (10,000) and packer (5,000) registrations.
	(1,700)	Net minor adjustments in miscellaneous permits.
	<u>13,300</u>	
Fines & Forfeitures	<u>3,000</u>	
Use of Money & Prop	<u>100</u>	Adjustment for rent received from beekeepers using county property.
Current Services	<u>19,000</u>	Net increase in weed control work (9,000) and misc. services (10,000).
State & Federal Aid	(4,664)	Reduction in Federal Egg Surveillance inspection revenue.
	(36,876)	Decreased contracts: pesticide permits (-18,476) and use reporting (-18,000).
	(1,150)	Reduction data entry (900) and dealer fees(250) revenue.
	374,262	Pest Detection trapping (344,262) and Pesticide Mill Fees (30,000)
	(100,000)	Decreased unclaimed gas tax based on lower local cost in 2001-02.
	(6,600)	Elimination of salary subvention received from the state.
	(64,596)	Reduced funding for pest exclusion inspections.
	15,150	Glossy winged sharp shooter services (GWSS) (15,150); red imported fire ant (RIFA) (-15,000); Fruit Insp. (15,000).
	9,730	Petro. Insp. (7,680); Weighmasters (2,250); Service Agents (-200).
	<u>185,256</u>	
Total Revenue	<u>220,656</u>	
Total Local Cost	<u>-</u>	

## AGRICULTURE/WEIGHTS & MEASURES

### BUDGET UNIT: CALIFORNIA GRAZING (SCD ARE)

#### I. GENERAL PROGRAM STATEMENT

The California Grazing budget funds a variety of range improvement projects such as cattle guards, pipelines, tanks, and water dispensing facilities recommended by the county's Range Improvement Advisory Committee (RIAC). RIAC is comprised of five Bureau of Land Management (BLM) lessees and one wildlife member, and are appointed by the Board of Supervisors. RIAC recommends to the Board of Supervisors various grazing improvement projects for funding. The Bureau of Land Management, the federal agency responsible for leasing the grazing allotments to ranchers, reviews the environmental impact of projects. Funding for these projects comes from fees paid to the federal government for grazing leases by ranchers under the provisions of the federal Taylor Grazing Act of 1934. A portion of the grazing fees is distributed back to the county to fund improvements on the federal lands. The county acts in a trustee capacity for these funds. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	87	134,034	-	140,240
Total Revenue	9,040	9,000	9,207	6,000
Fund Balance		125,034		134,240

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the estimated expenditures in this fund are significantly less than budgeted. The amount not expended in 2001-02 will be carried over to the subsequent year's budget.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services DEPARTMENT: Agriculture/Weights & Measures FUND: Special Revenue SCD ARE			FUNCTION: Public Protection ACTIVITY: Other Protection		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	-	134,034	134,034	6,206	140,240
Total Appropriation	-	134,034	134,034	6,206	140,240
<b><u>Revenue</u></b>					
State and Federal Aid	9,207	9,000	9,000	(3,000)	6,000
Total Revenue	9,207	9,000	9,000	(3,000)	6,000
Fund Balance		125,034	125,034	9,206	134,240

##### Board Approved Changes to Base Budget

Services and Supplies	6,206	Additional funding for projects based on fund balance.
Total Appropriations	6,206	
Revenues:		
State and Federal Aid	(3,000)	Decrease in grazing fees due to range restrictions.
Total Revenues	(3,000)	
Fund Balance	9,206	

## OVERVIEW OF BUDGET

**DEPARTMENT: AIRPORTS**  
**DIRECTOR: J. WILLIAM INGRAHAM**

**2002-03**

	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Cost</b>	<b>Fund Balance</b>	<b>Staffing</b>
Airports	2,518,785	2,461,028	57,757		28.9
Commercial Hangar	2,198,380	888,640		1,309,740	-
<b>TOTAL</b>	<b>4,717,165</b>	<b>3,349,668</b>	<b>57,757</b>	<b>1,309,740</b>	<b>28.9</b>

**BUDGET UNIT: AIRPORTS (AAA APT)**

### I. GENERAL PROGRAM STATEMENT

Airports provides for the management, maintenance, and operation of the five county owned airports (Chino, Barstow-Daggett, Needles, Twentynine Palms, and Baker) and the special district facility at Apple Valley. The department also assists the county's private and municipal airport operators in planning, interpreting, and implementing Federal Aviation Administration general aviation requirements.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	2,233,846	2,304,709	2,415,329	2,518,785
Total Revenue	2,501,106	2,245,773	2,356,612	2,461,028
Local Cost	(267,260)	58,936	58,717	57,757
Budgeted Staffing		30.4		28.9
<b><u>Workload Indicators</u></b>				
Maintenance Hours:				
Chino	8,944	9,500	10,510	11,000
Barstow-Daggett	8,443	7,200	5,488	7,200
Apple Valley	5,434	5,200	5,960	7,200
Needles	540	400	603	400
Twentynine Palms	744	800	832	800
Baker	101	120	83	120

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

Budgeted staffing has a net decrease of 1.5 positions. The department defunded 1.0 Public Service Employee performing maintenance duties at the Barstow-Daggett Airport due to fiscal constraints imposed by large insurance increases. The department also defunded 1.0 Fiscal Clerk II position at Barstow-Daggett Airport and 0.5 Public Service Employee at Chino Airport since more of the department's leasing activity is now being centralized in its Administration Division. Partially offsetting these decreases is the addition of 1.0 Airport Maintenance Worker II position at Apple Valley Airport. This position, which is fully funded by County Service Area 60 (Apple Valley Airport), was recommended by the external auditors, RSM McGladrey. The recommendation was part of their findings from an audit completed in 2000-01.

#### **PROGRAM CHANGES**

None.

# AIRPORTS

GROUP: Economic Development/Public Services  
DEPARTMENT: Airports  
FUND: General AAA APT

FUNCTION: General  
ACTIVITY: Other General

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	1,139,305	1,199,719	1,284,938	383,649	1,668,587
Services and Supplies	943,358	1,037,438	1,255,627	(7,707)	1,247,920
Central Computer	3,699	3,699	6,741	-	6,741
Other Charges	61,526	53,782	53,782	(2,263)	51,519
Equipment	25,307	10,071	10,071	(10,071)	-
Transfers	242,134	-	-	-	-
Total Exp Authority	2,415,329	2,304,709	2,611,159	363,608	2,974,767
Less:					
Reimbursements	-	-	-	(455,982)	(455,982)
Total Appropriation	2,415,329	2,304,709	2,611,159	(92,374)	2,518,785
<b><u>Revenue</u></b>					
Use of Money & Property	1,934,050	2,036,841	2,344,470	(144,676)	2,199,794
State Aid	41,011	40,000	40,000	-	40,000
Current Services	319,279	153,826	153,826	(13,698)	140,128
Other Revenue	62,272	15,106	15,106	66,000	81,106
Total Revenue	2,356,612	2,245,773	2,553,402	(92,374)	2,461,028
Local Cost	58,717	58,936	57,757	-	57,757
Budgeted Staffing		30.4	30.4	(1.5)	28.9

	<b>Total Changes in Board Approved Base Budget</b>	
Salaries and Benefits	85,219	MOU and retirement adjustments.
Services and Supplies	218,189	Risk management liabilities (\$209,336), inflation, and 2% local cost reduction.
Central Computer	3,042	
Revenue	307,629	Increased revenue from use of money/property to offset the above appropriation increases.
Total Appropriation Change	306,450	
Total Revenue Change	307,629	
Total Local Cost Change	(1,179)	
Total 2001-02 Appropriation	2,304,709	
Total 2001-02 Revenue	2,245,773	
Total 2001-02 Local Cost	58,936	
Total Base Budget Appropriation	2,611,159	
Total Base Budget Revenue	2,553,402	
Total Base Budget Local Cost	57,757	



## AIRPORTS

### Board Approved Changes to Base Budget

Salaries and Benefits	455,982	Amount from County Service Area 60, Apple Valley Airport, for salary costs now appears under reimbursements rather than as an abatement to salaries and benefits.
	(72,333)	Projected decrease resulting from the 1.5 reduction in budgeted staff.
	<u>383,649</u>	
Services and Supplies	<u>(7,707)</u>	Decrease in maintenance for structures and grounds.
Other Charges	<u>(2,263)</u>	Decrease due to reduction of principal balance on state loans.
Equipment	<u>(10,071)</u>	No fixed asset replacements are programmed for 2002-03.
Reimbursements	<u>(455,982)</u>	Amount from CSA 60, Apple Valley Airport, for salary costs now appears under reimbursements rather than as an abatement to salaries and benefits as in the prior year.
Total Appropriations	<u>(92,374)</u>	
Revenue		
Use of Money/Property	<u>(144,676)</u>	2002-03 Airport revenue projections are not sufficient to meet increases identified in base year adjustments; consequently, this reduction is warranted in accordance with projections.
Current Services	<u>(13,698)</u>	Revenues from fuel flowage fees at county airports have decreased.
Other Revenue	<u>66,000</u>	Anticipated revenue from the U.S. Army for wastewater treatment services at Barstow/Daggett Airport.
Total Revenue	<u>(92,374)</u>	
Local Cost	<u>-</u>	

## AIRPORTS

### BUDGET UNIT: CHINO AIRPORT COMMERCIAL HANGAR FACILITY (RCI APT)

#### I. GENERAL PROGRAM STATEMENT

The Commercial Hangar Facility located at Chino Airport was constructed in 1987 through proceeds from a 30-year bond issue. Since 1996, the Airports Department has been responsible for the facility's maintenance and operation. Expenditures include the annual transfer of approximately \$860,000 to the general fund for the debt service payment. Expenditures are financed from the remaining fund balance, as well as revenues generated from leasing the facility. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	902,304	1,982,000	553,198	2,198,380
Total Revenue	597,701	513,854	394,792	888,640
Fund Balance		1,468,146		1,309,740
<b><u>Workload Indicators</u></b>				
Maintenance Hours (*)		800	305	400

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures are typically less than budget. The amount not expended is carried-over to the subsequent year's budget. In addition, \$860,000 budgeted in 2001-02 as a transfer to the general fund to make the annual principal and interest payment on the outstanding commercial hangar facility bonds was actually \$531,521. The general fund received the difference of \$328,479 in proceeds from refinancing the bonds. The 2001-02 actual revenues are less than budget due to a vacancy of one of the hangars expected to be leased during the year.

(\*) Maintenance hours at the Chino Airport Commercial Hangar Facility are decreasing due to the following:

- When the department assumed responsibility for maintenance of the facility in 1996, there were several maintenance projects that had been deferred. Since that time, the department has invested significant hours each year into enhancing the facility. As a result, the commercial hangar facility is now to the point where it requires less maintenance hours per year.
- Also, the department has recently experienced a reduction in the lease turnover rate for the commercial hangars. The reduced turnover has resulted in less maintenance hours needed to maintain the facility.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

# AIRPORTS

GROUP: Economic Development/Public Services  
DEPARTMENT: Airports - Chino Hangar  
FUND: Special Revenue RCI APT

FUNCTION: Public Ways & Facilities  
ACTIVITY: Transportation

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	21,677	64,194	64,194	(10,724)	53,470
Contingencies & Reserves	-	1,057,806	1,057,806	230,822	1,288,628
Transfers	531,521	860,000	860,000	(3,718)	856,282
Total Appropriation	553,198	1,982,000	1,982,000	216,380	2,198,380
<b><u>Revenue</u></b>					
Use of Money & Property	394,792	513,854	513,854	374,786	888,640
Total Revenue	394,792	513,854	513,854	374,786	888,640
Fund Balance		1,468,146	1,468,146	(158,406)	1,309,740

## Board Approved Changes to Base Budget

Services and Supplies	(10,724)	Reduction in anticipated maintenance requirement for the Lockheed hangars.
Contingencies & Reserves	230,822	Increase is primarily the result of additional rent revenue to be generated at the facility.
Transfers	(3,718)	Debt service savings due to refinancing the Certificates of Insurance.
Total Appropriation	216,380	
Revenue		
Use of Money & Property	374,786	Increase in rental revenue - rental of additional hangar bay.
Total Revenue	374,786	
Fund Balance	(158,406)	

## OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY  
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI  
BUDGET UNIT: SAP CLB

### I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 28 branches in unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library system is financed primarily through property tax revenues.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	11,195,743	11,541,840	11,749,004	12,217,331
Total Sources	11,064,124	11,265,213	11,930,075	11,759,634
Fund Balance		276,627		457,697
Budgeted Staffing		203.4		212.0
<b><u>Workload Indicators</u></b>				
Circulation	2,823,194	2,810,000	2,931,733	3,025,100
Reference Inquiries	548,465	515,000	567,531	599,700
Branches	28	28	28	28
Total Branch Hours	66,600	66,600	66,632	66,700
Patron Visits	2,706,958	2,700,000	3,124,386	3,200,000

Actual revenues in 2001-02 exceeded budgeted amounts by \$664,862. This surplus is primarily the result of County Library receiving an additional \$365,861 from the Children and Families Commission for the development of Learning, Information, Technology, and Education (LITE) Centers at the following branch libraries: Big Bear, Montclair, and Yucca Valley. In addition, County Library received an unanticipated \$250,000 in 2001-02 from the Apple Valley Foundation for expansion of the Apple Valley Branch Library. These funds were instrumental in increasing the scope of the project. In 2002-03, an additional \$250,000 for this project will be received from the Foundation and has been budgeted accordingly.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

County Library's budgeted staffing has been increased by a total of 8.6 positions from the prior year. Of this amount, 5.5 are for new positions approved by the Board on July 24, 2001 to operate the grant funded LITE Centers located at the Big Bear, Montclair, and Yucca Valley branch libraries. Additional increases in staff include the following: 1.0 Automated Systems Technician to augment the department's computer functions; 1.0 Library Associate to act as the department's volunteer coordinator; 1.0 Staff Analyst to prepare and administer grant applications, oversee building programs, and act as a liaison with local communities in regards to applying for construction funds from the State Library Bond Act; 0.5 Program Coordinator to assist with preparation of the State Bond Act applications; and 3.4 Library Assistants are needed to help with the department's increased workload demands associated with a rise in patron visits (an additional 500,000 visits are anticipated in 2002-03). The growth in library visits is linked to the increased number of computers being offered at the various branch libraries. To offset some of these staffing additions, the department has defunded the following positions: 1.0 Bookmobile Driver, 1.0 Programmer I, and 1.8 Clerk II.

County Library's 2002-03 budget also reflects the conversion of 81.2 budgeted Public Service Employees to a like amount of Library Assistants and Library Pages. While the conversion of these extra-help employees to regular county positions has no impact on the level of budgeted staff, it does result in an additional cost to the department of approximately \$238,000.

#### **PROGRAM CHANGES**

None.

# COUNTY LIBRARY

GROUP: Economic Development/Public Services  
DEPARTMENT: County Library  
FUND: Special Revenue SAP CLB

FUNCTION: Education  
ACTIVITY: Library

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	6,681,692	6,444,621	6,833,642	402,910	7,236,552
Services and Supplies	4,562,718	4,326,724	4,482,230	(378,762)	4,103,468
Central Computer	157,013	159,495	159,495	(59,391)	100,104
Other Charges	-	-	-	112,395	112,395
Structures & Imprmts	-	450,000	450,000	(144,000)	306,000
Equipment	(6,786)	52,000	52,000	(52,000)	-
Vehicles	-	-	-	32,000	32,000
Transfers	599,630	532,000	532,000	218,070	750,070
Total Expen Authority	11,994,267	11,964,840	12,509,367	131,222	12,640,589
Less:					
Reimbursements	(245,263)	(423,000)	(423,000)	(258)	(423,258)
Total Appropriation	11,749,004	11,541,840	12,086,367	130,964	12,217,331
<b>Revenue</b>					
Taxes	7,356,936	7,238,613	7,238,613	454,237	7,692,850
Current Services	816,257	725,300	725,300	39,700	765,000
State, Fed or Gov't Aid	2,117,059	2,481,000	2,481,000	(788,957)	1,692,043
Other Revenue	1,198,223	520,300	1,064,827	244,914	1,309,741
Total Revenue	11,488,475	10,965,213	11,509,740	(50,106)	11,459,634
Operating Transfers In	441,600	300,000	300,000	-	300,000
Total Sources	11,930,075	11,265,213	11,809,740	(50,106)	11,759,634
Fund Balance		276,627	276,627	181,070	457,697
Budgeted Staffing		203.4	208.9	3.1	212.0

## Total Changes in Board Approved Base Budget

### Base Year

Salaries and Benefits	202,316	MOU related increases in salaries and benefits.
Services and Supplies	(23,650)	Reduction in risk management liability charges for insurance and EHAP.
Revenue	178,666	

### Mid Year

Salaries and Benefits	186,705	Addition of 5.5 positions to operate additional LITE Centers located at the Big Bear, Montclair and Yucca Valley branch libraries.
Services and Supplies	179,156	Other costs related to development of the aforementioned LITE Centers.
Revenue	365,861	Grant from the Children and Families Commission to fund costs related to the LITE Centers. The Board approved this action on July 24, 2001.

Total Appropriation Change	544,527
Total Revenue Change	544,527
Total Fund Balance Change	-

Total 2001-02 Appropriation	11,541,840
Total 2001-02 Revenue	11,265,213
Total 2001-02 Fund Balance	276,627

Total Base Budget Appropriation	12,086,367
Total Base Budget Revenue	11,809,740
Total Base Budget Fund Balance	276,627

## COUNTY LIBRARY

### Board Approved Changes to Base Budget

Salaries and Benefits	238,772	Cost of establishing Library Assistant & Page positions to replace 81.2 budgeted PSEs.
	164,138	Costs associated with the net increase of 3.1 in budgeted staff.
	<u>402,910</u>	
Services and Supplies	136,717	Additional personal computers/accessories; furnishings for branch libraries (new computers for Apple Valley Library are estimated at \$40,000; furnishings for the new site of the Adelanto Library will cost approximately \$60,000; and approximately \$40,000 to replace antiquated book security systems that are no longer reliable.
	(327,254)	Reduced book/materials budget.
	(188,225)	Projected reduced utility budget due to conservation measures (\$73,000); reduction in professional services (\$60,225); and reduced office supplies (\$55,000).
	<u>(378,762)</u>	
Central Computer	<u>(59,391)</u>	Reduction is in accordance with projections from ISD.
Other Charges	112,395	Debt service on the California Infrastructure Bank loan which is financing construction of the new Apple Valley Branch Library.
Structures/Improvements	81,000	Improvements to the Adelanto, 29 Palms and Yucca Valley Library which will be financed by Community Development Block Grant (CDBG) funds.
	(225,000)	Reduced capital expenditures for the new Apple Valley Library, since part of the construction was completed in the prior fiscal year.
	<u>(144,000)</u>	
Equipment	<u>(52,000)</u>	No equipment purchases are projected in 2002-03.
Vehicles	<u>32,000</u>	Truck replacement for Needles Bookmobile.
Transfers	(31,930)	Reduction in facility rent costs due to construction of a county-owned library in Apple Valley.
	250,000	To reimburse Architecture & Engineering for construction management of the Apple Valley Library project.
	<u>218,070</u>	
Reimbursements	81,000	Increase in CDBG revenues as reimbursement for improvements to the Adelanto, 29 Palms and Yucca Valley libraries.
	(81,258)	Decrease in reimbursements from the Bloomington Library design fund.
	<u>(258)</u>	
Total Appropriation	<u>130,964</u>	
Revenue		
Taxes	<u>454,237</u>	Anticipated increase in property tax revenues for 2002-03.
Current Services	<u>39,700</u>	Increases in fines, fees, and video revenues.
State and Federal Aid	(563,957)	Reduced state Public Library Fund revenue (\$473,957) and state Literacy revenues (\$90,000).
	(225,000)	Reduction in federal grant to assist with financing of the Apple Valley Library.
	<u>(788,957)</u>	
Other Revenue	244,914	Donation from Newton Bass Foundation toward Apple Valley Library project (\$250,000), less \$5,086 decrease in other revenues.
	<u>(50,106)</u>	
Total Revenue	<u>(50,106)</u>	
Fund Balance	<u>181,070</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: COUNTY MUSEUM**  
**INTERIM DIRECTOR: ROBERT MCKERNAN**

**2002-03**

	<b>Appropriation/ Oper Expense</b>	<b>Revenue</b>	<b>Local Cost</b>	<b>Rev Over (Under) Appr</b>	<b>Staffing</b>
County Museum	4,540,213	3,145,487	1,394,726		77.7
UltraScreen Theatre	4,000	7,000		3,000	-
Museum Store	154,789	159,000		4,211	2.3
<b>TOTAL</b>	<b>4,699,002</b>	<b>3,311,487</b>	<b>1,394,726</b>	<b>7,211</b>	<b>80.0</b>

### BUDGET UNIT: COUNTY MUSEUM (AAA CCM)

#### I. GENERAL PROGRAM STATEMENT

The Museum provides cultural and educational programs and activities at the main facility in Redlands and seven regional sites: Agua Mansa Cemetery in Colton, Casa de Rancho Cucamonga (Rains House), Daggett Stone Hotel, Asistencia Mission in Redlands, Mousley Museum of Natural History in Yucaipa, Yorba-Slaughter Adobe in Chino, and Yucaipa Adobe. These activities involve preservation of collections, display of permanent and special exhibitions, and care for historical sites depicting the history and culture of San Bernardino County. Museum programs promote learning and awareness through community outreach, partnerships with educational institutions, and research that enhances both the collections and educational services. Permanent and loaned collections are preserved for the benefit of the public and for the scientific community. The Museum has several divisions including Education, Exhibitions, Anthropology, History/Archives, Biological Science, and Geological Sciences. The Biological Science division performs short and long-term field studies involving the flora and fauna in the southwestern United States. The Geological Sciences division conducts research including geologic mapping and paleontologic assessments for excavation and mitigation of fossil specimens. The revenue received for research by these two divisions subsidizes a portion of Museum activities.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	3,492,923	4,055,682	5,227,425	4,540,213
Total Sources	2,077,843	2,860,398	2,319,560	3,145,487
Local Cost	1,415,080	1,195,284	2,907,865	1,394,726
Budgeted Staffing		78.9		77.7

##### Workload Indicators

Total Attendance	98,671	104,600	108,909	78,900
Collected Lots, Objects, & Specimens	1,200,000	1,200,000	1,200,000	1,200,000

The department's negative expense variance (\$1,171,743) between 2001-02 budgeted and actual amounts is primarily the result of not receiving approximately \$1.4 million of reimbursements from the Habitat Conservation Fund. Since 1999-00, the Land Use Services Department, which oversees the Habitat Conservation Fund, has engaged the services of County Museum to perform biological studies related to the preparation of a Multi-Species Habitat Conservation Plan for the San Bernardino Valley. Due to financial constraints, the Habitat Conservation Fund has been unable to reimburse County Museum for the entire cost of services performed. In the past, the Museum was permitted to accrue a receivable at year end for all costs not previously reimbursed. However, recent changes in accounting policies no longer allow County Museum to accrue a receivable unless actual reimbursement is expected within nine (9) months from conclusion of the fiscal year. Since it is extremely doubtful that the Habitat Conservation Fund will have funds available by March 31, 2003 to reimburse County Museum, no reimbursement accrual was processed at June 30, 2002. County Museum had fully anticipated to either receive or accrue the \$1.4 million of reimbursements in 2001-02 and budgeted accordingly. The inability to accrue the reimbursements was partially offset by approximately \$300,000 cost savings from two budgeted research and curriculum development projects (Cadiz and Wildlands Conservancy) not materializing during the year, resulting in the negative expense variance of \$1,171,743.

The department's negative revenue variance (\$539,838) is mainly attributed to the aforementioned Cadiz and Wildlands Conservancy projects not occurring (a total of \$505,000 in revenue was budgeted from these projects), as well as actual revenues for a number of other research projects being less than originally anticipated.

## COUNTY MUSEUM

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

Staffing has been reduced by a net of 1.2 budgeted staff. Due to increased costs to the department for the conversion of 39 positions from either contract or public service employee status to regular employment status, as required by new county personnel guidelines, the department was required to reduce 6.3 budgeted staff affiliated with various Museum programs. These reductions include 1.0 Museum Educators, 1.0 Lead Educator, 1.0 Museum Technician, 0.3 Museum Preparator, 2.0 Data Entry Clerks, and 1.0 Volunteer Services Coordinator.

The above staffing reductions were partially offset by the addition of 5.1 budgeted staff, including 3.2 revenue-producing staff in the Geological and Biological Sciences divisions required for scheduled projects in 2002-03; 1.2 Security Officers to provided needed security at the Museum; 0.3 Museum Technician related to grant-funded projects; and 0.4 Historic Site Manager for Daggett Stone Hotel.

#### PROGRAM CHANGES

The 2002-03 budget is based on a reduction in research revenue previously associated with both development of the Habitat Conservation Plan and the proposed Cadiz pipeline project. These losses in revenue are offset partially by modest increases in revenue for biological surveys for the Southern Nevada Water Authority and County Transportation-Flood Control, by revenue related to anticipated work for the Santa Ana Water Authority, and also by revenue forecast for proposed biological work for the National Parks System. New projects obtained during the year, including additional work for Habitat Conservation Plan or Cadiz Pipeline Project, will be brought to the Board for consideration and approval as a mid-year adjustment to the budget.

Several program cuts have been included in the Museum budget including elimination of the Family and Community Programs, Volunteer Services, ARGUS data entry and preparation for Accreditation, as well as operations at the Mousley Museum of Natural History in Yucaipa. Program cuts were required, without the addition of local cost, in order to accommodate the mandatory conversion of Public Service Employees and long-term contract employees to regular status.

Extensive cuts to services and supplies were also necessary to deliver a balanced budget due to the reduction in revenue and the significant fiscal impact of position conversions. These cuts were in the following areas: operating supplies for research and education programs, lease payments and advertising for special exhibits, professional development and training, mileage for outreach, and printing.

GROUP: Economic Development/Public Services DEPARTMENT: County Museum FUND: General AAA CCM			FUNCTION: Cultural Services ACTIVITY: Museums		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	2,917,934	2,884,073	3,026,650	213,928	3,240,578
Services and Supplies	1,128,883	1,702,422	1,742,913	(485,191)	1,257,722
Central Computer	19,203	19,203	34,577	-	34,577
Equipment/Vehicles	95,045	78,000	78,000	(68,200)	9,800
Transfers	21,983	21,984	21,984	552	22,536
Total Expen Authority	4,183,048	4,705,682	4,904,124	(338,911)	4,565,213
Less:					
Reimbursements	1,044,377	(650,000)	(650,000)	625,000	(25,000)
Total Appropriation	5,227,425	4,055,682	4,254,124	286,089	4,540,213
<b><u>Revenue</u></b>					
Use of Money & Property	38,618	43,470	43,470	(2,270)	41,200
Current Services	2,173,863	2,596,540	2,596,540	280,335	2,876,875
State, Fed or Gov't Aid	(34,975)	24,500	24,500	(20,500)	4,000
Other Revenue	142,054	194,888	194,888	28,524	223,412
Total Revenue	2,319,560	2,859,398	2,859,398	286,089	3,145,487
Operating Transfers In	-	1,000	1,000	(1,000)	-
Total Sources	2,319,560	2,860,398	2,860,398	285,089	3,145,487
Local Cost	2,907,865	1,195,284	1,393,726	1,000	1,394,726
Budgeted Staffing		78.9	78.9	(1.2)	77.7



## COUNTY MUSEUM

Total Changes in Board Approved Base Budget		
Salaries and Benefits	142,577	MOU increases and retirement.
Services and Supplies	40,491	2% inflation, risk management liabilities, Board approved funding for Museum Youth Initiative, less 2% budget reduction.
Central Computer	15,374	
Total Appropriation Change	198,442	
Total Revenue Change	-	
Total Local Cost Change	198,442	
Total 2001-02 Appropriation	4,055,682	
Total 2001-02 Revenue	2,860,398	
Total 2001-02 Local Cost	1,195,284	
Total Base Budget Appropriation	4,254,124	
Total Base Budget Revenue	2,860,398	
Total Base Budget Local Cost	1,393,726	

Board Approved Changes to Base Budget		
Salaries and Benefits	382,760	Increase for conversion of 39 positions to regular status and the addition of 5.1 budgeted staff.
	(199,615)	Decrease due to elimination of 1.0 FTE for Outreach, 1.0 FTE for Family and Community Programs, 1.0 FTE for Mousley Museum, 1.0 FTE for Volunteer Services, and 2.3 FTE for accreditation.
	30,783	Net increase for various budgeted positions.
	213,928	
Services and Supplies	(323,556)	Decrease due to a reduction in several revenue based projects, including Cadiz and the Wildlands Conservancy, plus a reduction in appropriations due to a redirection last year to salaries and benefits for the addition of a Historic Site Manager for the Daggett Stone Hotel, a part-time Museum Technician to organize Anthropology collections for re-accreditation, and increased hours for part-time Exhibits Technicians. Appropriations were also redirected to cover PSE rate increases.
	10,100	Increase in equipment purchases due to construction of office space.
	(60,825)	Changes to object codes for advertising.
	(9,230)	Decrease in printing.
	(91,535)	Reduction in advertising related to special exhibits.
	(20,500)	CDBG funds will not pass through Museum accounts.
	(109,982)	Elimination of special exhibit lease fees.
	(25,640)	Reduction in budgeted professional fees.
	(21,100)	Change in object code for leased equipment.
	(23,395)	Reduction in mileage reimbursement.
	138,570	Increase in motor pool expenditures related to revenue-based research programs.
	20,750	Increase in motor pool maintenance expenditures related to revenue-based research programs.
	14,550	Increase in travel expenses for out-of-state research.
	(7,665)	Reduction in professional development.
	(3,065)	Reduction in training.
	27,332	Net increase in various expense accounts.
	(485,191)	
Equipment	(78,000)	Reduction in vehicle purchases.
	9,800	Move appropriation for ongoing lease-purchase of copiers.
	(68,200)	
Transfers	552	Change in accounting procedures, budgeted in reimbursements.
Reimbursements	400,000	Halt in Habitat Conservation Program research for biology.
	250,000	Change in object codes for Transportation-Flood Control.
	(25,000)	CDBG funding reimbursement.
	625,000	
Total Appropriation	286,089	
Revenue		
Use of Money & Prop.	(2,270)	Decrease in rental revenue due to space constraints.
Current Services	120,178	Decrease of 79,822 in current services due to forecasted research revenue and increase of 200,000 in current services due to change in object codes for Transportation-Flood Control.
	160,157	Additional revenue from Board-approved fee increases.
	280,335	
State & Federal Aid	(20,500)	Decrease since CDBG funds will not pass through Museum accounts.
Other Revenue	28,524	Increase due to association contributions to Museum.
Total Revenue	286,089	
Local Cost	-	

# COUNTY MUSEUM

## BUDGET UNIT: ULTRASCREEN THEATRE (EML CCR)

### I. GENERAL PROGRAM STATEMENT

The UltraScreen Theatre, which was the county's large screen facility located at the Ontario Mills Mall, was sold to the Ontario Mills Corporation in December of 1999. Also, the debt the county incurred to finance the Theatre was retired in November of 2000. However, this budget unit has remained active to account for the cost of storing the projection equipment. The county sold the projection equipment in July 2002; therefore, this budget unit will be closed out in 2002-03.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	7,605,800	107,062	6,062	4,000
Total Revenue	5,750,126	10,000	23,593	7,000
Revenue Over(Under) Exp	(1,855,674)	(97,062)	17,531	3,000

The 2001-02 actual expenses were \$101,000 less than budget due to a \$51,000 reduction in storage costs. These costs are reduced because the Theatre's projection equipment was moved from a leased facility to the county Central Stores Warehouse. In addition, 2001-02 depreciation expense was \$50,000 less than budget. The county's auditor recommended that while the equipment was in storage, the amount of accumulated depreciation should not have been increased.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services DEPARTMENT: County Museum - Ultra Screen Theatre FUND: Enterprise EML CCR			FUNCTION: Cultural Services ACTIVITY: Recreation Facilities		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Services and Supplies	6,062	57,062	57,062	(53,062)	4,000
Depreciation	-	50,000	50,000	(50,000)	-
Total Operating Expense	6,062	107,062	107,062	(103,062)	4,000
<b>Revenue</b>					
Use of Money & Prop	7,656	10,000	10,000	(3,000)	7,000
Other Revenue	15,937	-	-	-	-
Total Revenue	23,593	10,000	10,000	(3,000)	7,000
Revenue Over(Under) Exp	17,531	(97,062)	(97,062)	100,062	3,000

#### Board Approved Changes to Base Budget

Services and Supplies	(53,062)	Storage costs have been reduced because the projection equipment is now being stored at a county facility.
Depreciation	(50,000)	Elimination of budgeted depreciation expense since the Theatre's projection equipment is in storage rather than in use.
Total Operating Expense	(103,062)	
Revenue	(3,000)	Interest revenue has been decreased due to a reduction in the fund's cash balance.
Revenue Over(Under) Exp	100,062	

## COUNTY MUSEUM

### BUDGET UNIT: MUSEUM STORE (EMM CCR)

#### I. GENERAL PROGRAM STATEMENT

The Museum Store operates as an enterprise fund under the management of the San Bernardino County Museum. The Store provides many items for sale including books and publications, educational toys, thematic novelty items for exhibitions, jewelry, minerals, and souvenirs. The store makes an annual financial contribution to the Museum.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>
Total Operating Expense	181,452	174,987	217,085	154,789
Total Revenue	185,142	180,000	225,740	159,000
Revenue Over(Under) Exp	3,690	5,013	8,655	4,211
Budgeted Staffing		2.8		2.3
<u>Workload Indicators</u>				
Purchases for resale	56,148	54,000	96,213	55,000
Taxable sales	157,778	180,000	194,165	159,000

In 2001-02, actual expenses and revenues exceeded budgeted amounts by approximately \$42,000 and \$46,000 respectively. The excess amounts are a result of increased sales activity at the Museum Store during the fiscal year.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

The store decreased its budgeted staff by 0.5 to reflect an anticipated decrease in revenue. In addition, 1.3 budgeted Public Service Employee positions were converted to regular positions.

##### PROGRAM CHANGES

A reduction of special exhibitions in the Museum's budget is expected to result in an estimated decrease of \$21,000 in taxable sales.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Cultural Services</b>		
<b>DEPARTMENT: County Museum - Museum Store</b>			<b>ACTIVITY: Cultural Services</b>		
<b>FUND: Enterprise EMM CCR</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<u><b>Appropriations</b></u>					
Salaries and Benefits	81,818	79,324	79,871	391	80,262
Services and Supplies	135,267	95,663	95,663	(26,136)	69,527
Other Charges	-	-	-	5,000	5,000
Total Operating Expense	217,085	174,987	175,534	(20,745)	154,789
<u><b>Revenue</b></u>					
Other Revenue	225,740	180,000	180,547	(21,547)	159,000
Total Revenue	225,740	180,000	180,547	(21,547)	159,000
Revenue Over(Under) Exp	8,655	5,013	5,013	(802)	4,211
Budgeted Staffing		2.8	2.8	(0.5)	2.3

## COUNTY MUSEUM

Total Changes in Board Approved Base Budget		
Salaries & Benefits	<u>547</u>	EHAP.
Total Operating Expense Change	547	
Total Revenue Change	547	
Total Revenue Over (Under) Exp	-	
Total 2001-02 Operating Expense	174,987	
Total 2001-02 Revenue	180,000	
Total 2001-02 Revenue Over (Under) Exp	5,013	
Total Base Budget Operating Expense	175,534	
Total Base Budget Revenue	180,547	
Total Base Budget Revenue Over (Under) Exp	5,013	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>391</u>	Net increase in salaries due to conversion of 1.3 staff from PSE to regular status, partially offset by 0.5 FTE decrease.
Services and Supplies	<u>(25,000)</u>	\$20,000 reduction in contribution to the general fund; \$5,000 contribution to the general fund reclassified to other charges.
	<u>(1,136)</u>	Net decrease in various expense accounts.
	<u>(26,136)</u>	
Other Charges	<u>5,000</u>	Reclassified from services and supplies.
Total Operating Exp.	<u>(20,745)</u>	
Revenue		
Other Revenue	<u>(21,547)</u>	Decrease in revenue due to the elimination of special exhibits.
Total Revenue	<u>(21,547)</u>	
Revenue Over (Under)	<u>(802)</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: ECONOMIC AND COMMUNITY DEVELOPMENT**  
**DIRECTOR: THOMAS R. LAURIN**

**2002-03**

	<b>Appropriation</b>	<b>Revenue</b>	<b>Local Cost</b>	<b>Fund Balance</b>	<b>Staffing</b>
ECD Consolidated	56,888,676	41,540,670		15,348,006	61.0
Economic Promotion	926,263	68,000	858,263		2.0
Small Business Dev	228,956	40,000	188,956		4.0
<b>TOTAL</b>	<b>58,043,895</b>	<b>41,648,670</b>	<b>1,047,219</b>	<b>15,348,006</b>	<b>67.0</b>

**BUDGET UNIT: ECONOMIC AND COMMUNITY DEVELOPMENT  
CONSOLIDATED (SAR, SAS, SAT, SAU, SAV, SBA,  
SBC, SBD, SBE, SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ,  
SDK, SDR)**

### I. GENERAL PROGRAM STATEMENT

Economic and Community Development is responsible for applying for and administering federal, state, and local grant funds allocated to the County of San Bernardino for housing, economic, and community development programs. Federal funds comprise a large percentage of the total monies included in the department's budget through Community Development Block Grants (CDBG), the Emergency Shelter Grant, Home Investment Partnership Program Grant (HOME), the Neighborhood Initiative Program Grant (NIP), and the Economic Development Initiative Program (EDI) Grant.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Requirements	30,801,411	59,427,244	23,021,281	56,888,676
Total Sources	39,889,065	48,888,166	27,223,213	41,540,670
Fund Balance		10,539,078		15,348,006
Budgeted Staffing		58.0		61.0

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. Since the cost of programs administered by this department are primarily federally funded, revenues also are usually under realized as well. The unexpended and unrealized amounts in 2001-02 have been carried over to the subsequent year's budget.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

This budget includes a net increase of 3.0 positions in staffing. An ECD Specialist I (pending classification review) has been added to handle the increase in workload related to the Neighborhood Initiative Program. An Economic and Community Development Analyst has been added to handle the additional workload due to the anticipated increase in the number of CDBG projects. An Educational Specialist position was transferred from Jobs and Employment Services Department to assist with the outreach and capacity building efforts associated with the Community Housing Development Organizations (CHDO) and Homeowners Assistance Program. Also included in the staffing changes is the conversion of 2.0 clerical Public Service Employee positions to 2.0 permanent positions, 1.0 Clerk II and 1.0 Secretary I.

#### **PROGRAM CHANGES**

The one-time \$15,000,000 federal Neighborhood Initiative Grant has been completely expended on neighborhood revitalization efforts over the last three years. However, revenue generated by the programs, from the resale of Housing and Urban Development (HUD) houses, is being realized by the program and included in the budget on an annual basis for continued neighborhood revitalization activities.

## ECONOMIC AND COMMUNITY DEVELOPMENT

GROUP: Economic Development/Public Services  
DEPARTMENT: Economic and Community Development  
FUND: Consolidated Special Revenue  
(SAR, SAS, SAT, SAU, SAV, SBA, SBC, SBD,  
SBE, SBQ, SBR, SBT, SBW, SBZ, SCS, SDJ, SDK, SDR)

FUNCTION: Public Assistance  
ACTIVITY: Other Assistance

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	2,981,000	3,200,054	3,360,057	170,537	3,530,594
Services and Supplies	1,133,422	1,009,279	1,029,465	535,018	1,564,483
Central Computer	19,283	19,128	51,187	-	51,187
Grants/Direct Projects	16,007,735	50,445,395	50,445,395	(2,163,819)	48,281,576
Transfers	2,222,058	3,783,604	3,783,604	452,319	4,235,923
Total Expen Authority	22,363,498	58,457,460	58,669,708	(1,005,945)	57,663,763
Less:					
Reimbursements	-	-	-	(3,436,155)	(3,436,155)
Total Appropriation	22,363,498	58,457,460	58,669,708	(4,442,100)	54,227,608
Operating Transfers Out	657,783	969,784	969,784	1,691,284	2,661,068
Total Requirements	23,021,281	59,427,244	59,639,492	(2,750,816)	56,888,676
<b>Revenue</b>					
Fines & Forfeitures	2,699	-	-	1,500	1,500
Taxes	13,651	75,000	75,000	(43,017)	31,983
Use of Money & Property	355,830	570,920	570,920	58,179	629,099
Current Services	23,732	25,000	25,000	(25,000)	-
State, Fed or Gov't Aid	12,839,527	40,214,747	40,214,747	(6,628,477)	33,586,270
Other Revenue	13,887,774	8,002,499	8,214,747	(922,929)	7,291,818
Total Revenue	27,123,213	48,888,166	49,100,414	(7,559,744)	41,540,670
Operating Transfers In	100,000	-	-	-	-
Total Sources	27,223,213	48,888,166	49,100,414	(7,559,744)	41,540,670
Fund Balance		10,539,078	10,539,078	4,808,928	15,348,006
Budgeted Staffing		58.0	58.0	3.00	61.0

Total Changes in Board Approved Base Budget		
Salaries and Benefits	160,003	MOU increases.
Services and Supplies	20,186	Inflation factor applied.
Central Computer	32,059	
Revenue	212,248	Increase in revenue to support base year adjustments.
Total Appropriation Change	212,248	
Total Revenue Change	212,248	
Total Fund Balance Change	-	
Total 2001-02 Appropriation	59,427,244	
Total 2001-02 Revenue	48,888,166	
Total 2001-02 Fund Balance	10,539,078	
Total Base Budget Appropriation	59,639,492	
Total Base Budget Revenue	49,100,414	
Total Base Budget Fund Balance	10,539,078	

## ECONOMIC AND COMMUNITY DEVELOPMENT

Board Approved Changes to Base Budget		
Salaries and Benefits	170,537	Increase of three budgeted staff and conversion of two PSE positions into regular positions.
	<u>170,537</u>	
Services and Supplies	56,800	Increase due to additional costs of legal advertisements required under the federal grant program.
	24,000	Increase due to additional training required for new federal automated reporting systems.
	(77,419)	Decrease in COWCAP.
	47,968	Increase in Dist DP Equip and System Development Charges per ISD.
	50,742	Net increase in all other object codes.
	432,927	Fund balance adjustment.
	<u>535,018</u>	
Grants	(1,170,110)	Decrease due to business loan program federal aid reduction as a result of Board of Supervisors action on April 16, 2001 regarding the CDBG consolidated plan.
	(897,838)	Decrease in expenditures for the home acquisition/rehab program.
	(1,299,409)	Decrease due to 2001-02 over estimated budget for grants in CDBG grants.
	(459,251)	Decrease in Economic Development Incentive (EDI) Program.
	(158,507)	Decrease in various other program expenses due to reduction in federal aid.
	1,821,296	Fund balance adjustment.
	<u>(2,163,819)</u>	
Transfers	(2,126,429)	Decrease in costs incurred by other departments (estimated at \$440,602) and a reclassification of some department charges to operating transfers from transfers (\$1,685,827).
	2,578,748	Increase due to an accounting change - salary expense will be accounted for in fund SAU and disbursed to other ECD funds.
	<u>452,319</u>	
Operating Transfers	1,685,827	Reclassification of some department charges to operating transfers from transfers.
	5,457	Fund balance adjustment.
	<u>1,691,284</u>	
Reimbursements	(2,578,748)	Increase due to an accounting change - salary expense will be accounted for in fund SAU and disbursed to other ECD funds.
	(857,407)	Fund balance adjustment.
	<u>(3,436,155)</u>	
Total Appropriation	<u>(2,750,816)</u>	
Revenue		
Fines & Forfeitures	1,500	Expected increase in loan activity.
Taxes	(43,017)	Decrease due to increased compliance of property owners with county abatement policies.
Use of Money	58,179	Increase due to expected loan payment activity.
Current Services	(25,000)	Decrease due to revenue reclassified to other revenue.
State and Federal Aid	(4,000,000)	Reduction in revenues related to the Neighborhood Initiative Program (federal grant has been completely expended).
	(990,513)	Decrease of federal aid for housing acquisition program.
	(816,908)	Decrease due to 2001-02 over projection of federal aid in the CDBG program.
	(527,271)	Decrease due to reduction in Economic Development Incentive (EDI) grant funding.
	(403,879)	Decrease due to reduction in federal aid for business loan programs as a result of Board of Supervisors action on April 16, 2001 regarding the CDBG consolidated plan.
	110,094	Fund balance adjustment.
	<u>(6,628,477)</u>	
Other Revenue	(922,929)	Decrease in the amount of loan payoffs for existing and future business loans and for the selling of rehab houses under the acquisition/rehab program as a result of Board of Supervisors action on April 16, 2001 regarding the CDBG consolidated plan.
Total Revenue	<u>(7,559,744)</u>	
Fund Balance	<u>4,808,928</u>	

## ECONOMIC AND COMMUNITY DEVELOPMENT

### BUDGET UNIT: ECONOMIC PROMOTION (AAA ECD)

#### I. GENERAL PROGRAM STATEMENT

The Department of Economic and Community Development administers an economic promotion program, which includes distribution of Transient Occupancy Tax funds for marketing and promotional activities within the county, administers the Agua Mansa Enterprise Zone, manages sponsorships of regional economic councils, and helps support the Quad State Joint Powers Authority.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	1,470,617	1,837,012	1,662,168	926,263
Total Revenue	314,469	1,000,000	845,164	68,000
Local Cost	1,156,148	837,012	817,004	858,263
Budgeted Staffing		2.0		2.0

The 2001-02 actual revenue and expense are below budget because \$70,000 of the Reusable Launch Vehicle program and \$9,000 of a California Trade and Commerce Grant were expended and received late in the 2000-01, but budgeted for in 2001-02. In addition, \$68,000 of an Economic Development Authority Grant for Crestline Revitalization Project will not be received until after June 30, 2002, because the expense had not been incurred in 2001-02. The remainder of the appropriations savings is due to salaries and benefits savings and reducing services and supplies costs.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

Services and supplies costs have decreased primarily for consultant services in support of the launch site for the Reusable Launch Vehicle program being fully expended in 2001-02 and the completion of the implementation costs associated with the Job Creation Investment Fund program.

GROUP: Economic Development/Public Services			FUNCTION: Public Assistance		
DEPARTMENT: Economic and Community Development - Promotion			ACTIVITY: Other Assistance		
FUND: General AAA ECD					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	159,879	164,942	172,609	(19,337)	153,272
Services and Supplies	1,612,119	1,561,070	1,574,654	(933,963)	640,691
Transfers	110,570	111,000	111,000	21,300	132,300
Total Expen Authority	1,882,568	1,837,012	1,858,263	(932,000)	926,263
Less:					
Reimbursements	(220,400)	-	-	-	-
Total Appropriation	1,662,168	1,837,012	1,858,263	(932,000)	926,263
<b>Revenue</b>					
State, Fed or Gov't Aid	845,014	1,000,000	1,000,000	(932,000)	68,000
Other Revenue	150	-	-	-	-
Total Revenue	845,164	1,000,000	1,000,000	(932,000)	68,000
Local Cost	817,004	837,012	858,263	-	858,263
Budgeted Staffing		2.0	2.0		2.0



## ECONOMIC AND COMMUNITY DEVELOPMENT

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>7,667</u>	MOU and retirement increases.
Services and Supplies	(17,516)	2% budget reduction.
	31,100	Inflation (31,200), risk mangement liability drecrease (-78), and EHAP decrease (-22).
	<u>13,584</u>	
Total Appropriation Change	21,251	
Total Revenue Change	-	
Total Local Cost Change	21,251	
Total 2001-02 Appropriation	1,837,012	
Total 2001-02 Revenue	1,000,000	
Total 2001-02 Local Cost	837,012	
Total Base Budget Appropriation	1,858,263	
Total Base Budget Revenue	1,000,000	
Total Base Budget Local Cost	858,263	

Board Approved Changes to Base Budget		
Salaries & Benefits	<u>(19,337)</u>	Net change in salary reimbursement.
Services and Supplies	(800,000)	Reduction due to Reusable Launch Vehicle program completed in 2001-02.
	(123,063)	Reduction due to Crestline Business plan nearing completion.
	(10,900)	Net reduction in all other objects.
	<u>(933,963)</u>	
Transfers	<u>21,300</u>	Increase in ED/PSG admin costs.
Total Appropriation	<u>(932,000)</u>	
Revenue	(82,000)	Reduction in one time EDA Grant funding for Crestline Revitalization Project.
	(800,000)	Reduction in one time California Space and Technology Alliance Grant funding for development of the Reusable Launch Vehicle.
	(50,000)	Decrease in remaining amount of California Trade and Commerce Agency Grant for JCIF.
Total Revenue	<u>(932,000)</u>	
Total Local Cost	<u>-</u>	

## ECONOMIC AND COMMUNITY DEVELOPMENT

### BUDGET UNIT: SMALL BUSINESS DEVELOPMENT (AAA SBD)

#### I. GENERAL PROGRAM STATEMENT

The Office of Small Business Development (OSBD) promotes training and education programs through countywide seminars and workshops. These workshops focus on contracting and purchasing opportunities available to small business owners in the county. It also maintains a directory of local small business vendors available to the 42 county departments and prime contractors, assuring consideration and access to ongoing bid requests and contracts throughout the county. In addition to these duties, OSBD assists in the validation of U.S. Department of Transportation Disadvantaged Business Enterprises (DBE) requirements for the county.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	338,115	292,319	304,529	228,956
Total Revenue	157,556	118,951	118,951	40,000
Local Cost	180,559	173,368	185,578	188,956
Budgeted Staffing		5.0		4.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Budgeted staffing has been reduced by 1.0 Staff Analyst I due to funding constraints.

##### PROGRAM CHANGES

Procurement conferences, workshops, and seminars that are conducted as part of our Business Connection program have been eliminated due to the expiration of grant funding from the U.S. Economic Development Administration.

**GROUP: Economic Development/Public Services**  
**DEPARTMENT: Economic and Community Development - Small Business**  
**FUND: General AAA SBD**

**FUNCTION: Public Assistance**  
**ACTIVITY: Other Assistance**

	<b>2001-02 Actuals</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	319,988	337,954	355,899	(53,506)	302,393
Services and Supplies	161,796	112,378	109,891	(46,858)	63,033
Central Computer		-	130	-	130
Transfers	28	25,468	25,468	(25,468)	-
Total Expen Authority	481,812	475,800	491,388	(125,832)	365,556
Less:					
Reimbursements	(177,283)	(183,481)	(183,481)	46,881	(136,600)
Total Appropriation	304,529	292,319	307,907	(78,951)	228,956
<b><u>Revenue</u></b>					
State, Fed or Gov't Aid	118,951	118,951	118,951	(78,951)	40,000
Total Revenue	118,951	118,951	118,951	(78,951)	40,000
Local Cost	185,578	173,368	188,956	-	188,956
Budgeted Staffing		5.0	5.0	(1.00)	4.0

## ECONOMIC AND COMMUNITY DEVELOPMENT

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>17,945</u>	MOU and retirement increases.
Services and Supplies	<u>(2,487)</u>	Risk management reduction and 2% budget reduction.
Central Computer	<u>130</u>	
Total Appropriation Change	15,588	
Total Revenue Change	-	
Total Local Cost Change	15,588	
Total 2001-02 Appropriation	292,319	
Total 2001-02 Revenue	118,951	
Total 2001-02 Local Cost	173,368	
Total Base Budget Appropriation	307,907	
Total Base Budget Revenue	118,951	
Total Base Budget Local Cost	188,956	

Board Approved Changes to Base Budget		
Salaries and Benefits	(53,506)	Net change from the decrease of 1. 0 budgeted Staff Analyst I.
Services and Supplies	(43,858)	Reduction due to decrease in conference costs.
	<u>(3,000)</u>	Estimated decrease associated with decrease of 1.0 budgeted staff.
	<u>(46,858)</u>	
Transfers	(25,468)	Reduction due to completion of project by ISD.
Reimbursements	48,559	Reduction of CDBG reimbursement.
	<u>(1,678)</u>	Increase of Transportation/Airports for Disadvantaged Business Enterprise.
	<u>46,881</u>	
Total Appropriation	<u>(78,951)</u>	
Revenue	<u>(78,951)</u>	Reduction of U.S. Economic Development Admin grant funding.
Total Revenue	<u>(78,951)</u>	
Total Local Cost	<u>-</u>	

## OVERVIEW OF BUDGET

**DEPARTMENT: ECONOMIC DEVELOPMENT/PUBLIC SERVICES  
GROUP ADMINISTRATION**

**ASSISTANT COUNTY ADMINISTRATOR: JOHN GOSS**

**BUDGET UNIT: AAA PSG**

### I. GENERAL PROGRAM STATEMENT

Economic Development/Public Services Group (ED/PSG) Administration is responsible to the County Administrative Officer for the overall administration of 12 county departments and functions. These departments, which provide most of the municipal functions and services for the county, include the following: Agriculture/Weights and Measures, Airports, Economic and Community Development, County Fire, Jobs and Employment Services, County Library, Land Use Services, Museums, the Redevelopment Agency, Registrar of Voters, Special Districts, and Public Works. This latter department includes the divisions of Transportation, Flood Control, Regional Parks, and Solid Waste Management.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	287,496	101,589	256,214	98,000
Total Revenue	183,662	-	31,565	-
Local Cost	103,834	101,589	224,649	98,000
Budgeted Staffing		19.5		20.5

Actual expenditures in 2001-02 exceeded budget by approximately \$155,000 primarily due to the following Board-approved allocation of funds: \$91,500 to support programs provided by the Arts Council for San Bernardino County and \$34,650 for the mid-year addition of an administrative analyst to address Special District and County Fire issues. The remaining overage in expenditures is the result of the Board approving an agreement with an outside consultant to perform a financing study of the county's fire department. County Fire contributed \$30,000 in 2001-02 for the cost of this study, which is the main reason why actual revenues exceeded budget by \$31,565.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

On January 29, 2002, the Board approved the addition of 1.0 administrative analyst to address Special District/County Fire issues, as well as budgetary issues related to a number of departments within the Economic Development/Public Services Group.

#### PROGRAM CHANGES

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: General</b>		
<b>DEPARTMENT: Economic Development/Public Svcs Admin</b>			<b>ACTIVITY: Other General</b>		
<b>FUND: General AAA PSG</b>					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	1,345,230	1,537,944	1,729,826	19,983	1,749,809
Services and Supplies	598,105	330,658	330,505	16,585	347,090
Central Computer	10,831	8,586	38,629	-	38,629
Other Charges	191,500	100,000	100,000	-	100,000
Equipment	13,253	-	-	-	-
Transfers	28,420	55,526	55,526	(14,403)	41,123
Total Expen Authority	2,187,339	2,032,714	2,254,486	22,165	2,276,651
Less:					
Reimbursements	(1,931,125)	(1,931,125)	(2,156,486)	(22,165)	(2,178,651)
Total Appropriation	256,214	101,589	98,000	-	98,000
<b><u>Revenue</u></b>					
Other Revenue	31,565	-	-	-	-
Total Revenue	31,565	-	-	-	-
Local Cost	224,649	101,589	98,000	-	98,000
Budgeted Staffing		19.5	20.5		20.5

## ED/PSG ADMINISTRATION

Total Changes in Board Approved Base Budget		
Base Year		
Salaries and Benefits	92,882	MOU and retirement increases.
Services and Supplies	(153)	Net effect of the following: 2% budget reduction, decreases in EHAP and risk management liability rates, and an increase for inflation.
Central Computer	30,043	Increase resulting from a change in methodology for allocating 2410 costs.
Reimbursements	(126,361)	Increase from ED/PSG non-general fund departments to offset additional costs and the local cost reduction.
Mid Year		
Salaries and Benefits	99,000	January 29, 2002 Board-approved action authorizing the addition of 1.0 Administrative Analyst position and the reclassification of a Deputy Administrative Officer to an Associate Administrative Officer.
Reimbursements	(99,000)	Increase from ED/PSG non-general fund departments to offset the department's additional costs resulting from the January 29, 2002 Board action.
Total Appropriation Change	(3,589)	
Total Revenue Change	-	
Total Local Cost Change	(3,589)	
Total 2001-02 Appropriation	101,589	
Total 2001-02 Revenue	-	
Total 2001-02 Local Cost	101,589	
Total Base Budget Appropriation	98,000	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	98,000	

Board Approved Changes to Base Budget		
Salaries and Benefits	19,983	To fund step increases and additional vacation/holiday leave cash outs anticipated in 2002-03.
Services and Supplies	14,000	Additional rent expense related to the leased building at 2nd and D Street in San Bernardino which houses staff for the Economic Development Subgroup.
	2,585	Additional costs for travel related to the Economic Development Subgroup.
	16,585	
Transfers	(14,403)	Reduced amount to the county's Redevelopment Agency for the agency's salary costs not related to the San Sevine Project.
Reimbursements	(22,165)	Increased reimbursements from the group's non-general departments to offset additional costs of ED/PSG Administration.
Total Appropriations	-	
Total Revenues	-	
Local Cost	-	

## OVERVIEW OF BUDGET

**DEPARTMENT: JOBS AND EMPLOYMENT SERVICES**  
**DIRECTOR: JANICE EISENBEISZ, DIRECTOR**  
**BUDGET UNIT: SAC JOB**

### I. GENERAL PROGRAM STATEMENT

The Department of Jobs and Employment Services is responsible for administering and operating the employment programs of the Workforce Investment Act Program (WIA) and the CalWORKs – Employment Services Program. The department receives its funding through the California Employment Development Department and also operates employment services as a part of the Human Services System Group (HSS) CalWORKs program. Based on the funding stream of these two programs, the Labor funded Workforce Investment Act (WIA) budget is shown under the ED/PSG group. The CalWORKs Welfare to Work budget is shown through the HSS budget.

The primary mission of both programs is to take individuals who have been challenged in finding employment or who have lost their job through no fault of their own and help them to obtain employment. Under WIA, the department is tasked with the responsibility of operating the county's four one-stop facilities along with three satellite facilities. The local training programs are carried out by contracts with public/private schools, community-based organizations, and other government agencies. The Workforce Investment Board administratively oversees the program. These are private and public sector members who have been appointed by the County Board of Supervisors.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	16,947,756	22,164,511	22,271,610	20,697,693
Total Revenue	15,519,404	23,597,573	22,485,644	20,678,428
Fund Balance		(1,433,062)		19,265
Budgeted Staffing		173.0		133.0

#### Workload Indicators

Number of Participants Served	21,799	13,000	35,392	32,000*
-------------------------------	--------	--------	--------	---------

\*(includes general public utilizing 1-Stop services)

For the number of participants served workload indicator, 2001-02 actual amount and the 2002-03 budgeted amount includes an increase in the number of participants served, as well as the general public utilizing the One Stop services. Of the total number of participants served the general public represents approximately 15,930 (45%).

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

Budgeted staffing has a net decrease of 40.0 positions. This includes 6.0 positions transferred from the JESD CalWORKS budget (1.0 Secretary, 4.0 Supervising Employment Services Specialist I's and 1.0 Accountant Technician). The net decrease also includes the addition of an Administrative Supervisor II, to correct a dual fill position as a result of the Consortium IV (C-IV) project. Due to a reduction in the Workforce Investment Act funding, the following unfilled positions will not be budgeted; 1.0 Accountant I, 1.0 Employment Services Analyst, 2.0 Fiscal Clerk II, 1.0 Fiscal Clerk III, 1.0 Supervising Employment Services Analyst, 1.0 Supervising Employment Services Specialist II, and 1.0 Personnel Technician. The remaining decreases in staffing include 2.0 unfilled Supervisor of Administrative Services positions (old classifications), 21.0 unfilled Summer Youth positions no longer needed to administer youth programs, 1.0 unfilled Veterans Work Experience position, 1.0 unfilled Administrative Clerk I position and 14.0 public service employees (PSEs). These positions were used in the former JTPA program and are no longer needed to administer the WIA program.

#### PROGRAM CHANGES

None.

## JOBS AND EMPLOYMENT SERVICES

GROUP: Economic Development/Public Services  
DEPARTMENT: Jobs and Employment Services  
FUND: Special Revenue SAC JOB

FUNCTION: Public Assistance  
ACTIVITY: Other Assistance

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	5,371,570	6,306,416	6,621,737	(471,674)	6,150,063
Services and Supplies	1,186,880	2,188,595	2,232,367	(742,763)	1,489,604
Central Computer	47,991	29,084	79,873	-	79,873
Other Charges	13,736,453	12,048,299	12,048,299	(826,122)	11,222,177
Equipment	239,268	69,250	324,363	(294,363)	30,000
Transfers	1,689,448	1,636,678	1,636,678	214,164	1,850,842
Total Expen Authority	22,271,610	22,278,322	22,943,317	(2,120,758)	20,822,559
Less:					
Reimbursements	-	(113,811)	(113,811)	(11,055)	(124,866)
Total Appropriation	22,271,610	22,164,511	22,829,506	(2,131,813)	20,697,693
<b>Revenue</b>					
Use of Money & Property	16,204				
State, Fed or Gov't Aid	22,468,719	23,597,573	24,262,568	(3,584,140)	20,678,428
Other Revenue	721	-	-	-	-
Total Revenue	22,485,644	23,597,573	24,262,568	(3,584,140)	20,678,428
Fund Balance		(1,433,062)	(1,433,062)	1,452,327	19,265
Budgeted Staffing		173.0	173.0	(40.0)	133.0

### Total Changes in Board Approved Base Budget

Salaries and Benefits	315,321	MOU adjustments.
Services and Supplies	43,772	2% inflation adjustments.
Central Computer	50,789	
Equipment	255,113	Equipment purchase authorized by the Board of Supervisors for participant training program.
Revenue	664,995	Reimbursement from the state to cover base year adjustments.
Total Appropriation Change	664,995	
Total Revenue Change	664,995	
Total Fund Balance Change	-	
Total 2001-02 Appropriation	22,164,511	
Total 2001-02 Revenue	23,597,573	
Total 2001-02 Fund Balance	(1,433,062)	
Total Base Budget Appropriation	22,829,506	
Total Base Budget Revenue	24,262,568	
Total Base Budget Fund Balance	(1,433,062)	

## JOBS AND EMPLOYMENT SERVICES

### Board Approved Changes to Base Budget

Salaries and Benefits	49,285	Transfer of filled accountant position from JESD's CalWORKS budget.
	7,738	Reclassification of employment svcs spec I to staff analyst II.
	5,222	Reclassification of supervisor automated systems analyst II.
	174,912	Transfer of 4.0 filled supervising employment services specialist I positions from JESD's CalWORKS budget.
	44,447	Transfer of filled secretary position from JESD's CalWORKS budget.
	73,373	Addition of a admin supervisor to correct current dual filled position.
	(456,994)	Decrease of budgeted (unfilled) positions due to decrease in WIA funding.
	(369,657)	Decrease of budgeted positions used under former JTPA program.
	<u>(471,674)</u>	
Services and Supplies	85,824	Increase in COWCAP charges.
	(828,587)	Decrease in projected services and supplies due to decrease in WIA funding.
	<u>(742,763)</u>	
Other Charges	(845,387)	Decrease in projected participant services due to decrease in WIA funding.
	19,265	Increase in JESD program services and contracts due to a positive fund balance.
	<u>(826,122)</u>	
Equipment	(294,363)	Decrease in equipment charges.
Transfers	137,574	Increase in rents and lease charges.
	24,511	Increase in ED/PSG support charges.
	(20,831)	Decrease in Workforce Investment Act (WIA) administrative oversight cost.
	12,910	Increase in HSS administrative support cost.
	60,000	Increase in Human Resources Officer support for JESD.
	<u>214,164</u>	
Reimbursements	(11,055)	Increase in C-IV staff salary and benefits.
	<u>(11,055)</u>	
Total Appropriations	<u>(2,131,813)</u>	
Revenues		
State and Federal Aid	(3,584,140)	Decrease in WIA reimbursements due to decrease in state funding.
Total Revenues	<u>(3,584,140)</u>	
Fund Balance	<u>1,452,327</u>	



## OVERVIEW OF BUDGET

**DEPARTMENT: LAND USE SERVICES**  
**DIRECTOR: MICHAEL E. HAYS**

2002-03					
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Administration	-	-	-		12.0
Current Planning	2,150,272	2,150,272	-		27.0
Advance Planning	3,665,734	1,979,710	1,686,024		19.0
Building and Safety	4,743,001	4,654,771	88,230		57.2
Code Enforcement	2,803,194	258,200	2,544,994		31.0
Fire Hazard Abatement	1,872,613	1,872,613	-		21.0
General Plan Update	1,615,336	1,000,000		615,336	-
Habitat Conservation	260,479	120,996		139,483	1.0
<b>TOTAL</b>	<b>17,110,629</b>	<b>12,036,562</b>	<b>4,319,248</b>	<b>754,819</b>	<b>168.2</b>

### BUDGET UNIT: ADMINISTRATION (AAA LUS)

#### I. GENERAL PROGRAM STATEMENT

The Administration Division of Land Use Services provides administrative support (including centralized budgeting, personnel, and automation services) to the department's Current Planning, Advance Planning, Building and Safety, Code Enforcement, and Fire Hazard Abatement divisions.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	-	100,238	102,152	-
Total Revenue	-	-	1,914	-
Local Cost	-	100,238	100,238	-
Budgeted Staffing		12.0		12.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Staffing changes include the transfer of 1.0 Planner III to Current Planning offset by the increase of 1.0 Clerk II position to provide increased assistance for administration and fiscal staff.

##### PROGRAM CHANGES

None.

**GROUP: Economic Development/Public Services**  
**DEPARTMENT: Land Use Services - Administration**  
**FUND: General AAA LUS**

**FUNCTION: Public Protection**  
**ACTIVITY: Other Protection**

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	767,558	730,813	773,668	(47,118)	726,550
Services and Supplies	959,335	958,990	859,127	(220,516)	638,611
Central Computer	1,598	1,598	8,442	-	8,442
Equipment	6,209	-	-	14,000	14,000
Transfers	-	44,583	44,583	58,417	103,000
Total Expen Authority	1,734,700	1,735,984	1,685,820	(195,217)	1,490,603
Less:					
Reimbursements	(1,632,548)	(1,635,746)	(1,685,820)	195,217	(1,490,603)
Total Appropriation	102,152	100,238	-	-	-
<b><u>Revenue</u></b>					
Current Services	1,914	-	-	-	-
Total Revenue	1,914	-	-	-	-
Local Cost	100,238	100,238	-	-	-
Budgeted Staffing	-	12.0	12.0	-	12.0

## LAND USE SERVICES

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>42,855</u>	Increase for MOU and retirement.
Services and Supplies	<u>(100,000)</u>	Reduction for one time remodel and purchase of furniture.
	<u>137</u>	Net increase in risk management liability and EHAP charges.
	<u>(99,863)</u>	
Central Computer	<u>6,844</u>	
Reimbursements	<u>(50,074)</u>	Increase of expense allocation to other LUSD divisions for base year cost increases.
Total Appropriation Change	<u>(100,238)</u>	
Total Revenue Change	-	
Total Local Cost Change	<u>(100,238)</u>	
Total 2001-02 Appropriation	100,238	
Total 2001-02 Revenue	-	
Total 2001-02 Local Cost	100,238	
Total Base Budget Appropriation	-	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	-	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>(47,118)</u>	Reflects 1.0 Clerk II offset by transfer 1.0 Planner III to Current Planning and a planned underfill of a Planner III position.
Services and Supplies	<u>3,998</u>	Increased ISD communication charges.
	<u>7,500</u>	Increased computer software expense.
	<u>11,133</u>	Increased non inventoriable equipment.
	<u>2,000</u>	Increased training for computer tech staff.
	<u>32,614</u>	Increased special departmental expense for customer service enhancements and employee identification .
	<u>(50,158)</u>	GASB 34 accounting change for PSG HR expense reimbursements.
	<u>(283,297)</u>	Decreased COWCAP charges.
	<u>50,000</u>	Increase in professional services.
	<u>7,676</u>	Increase systems development charges per ISD.
	<u>(1,982)</u>	Net decrease in all other charges in this series.
	<u>(220,516)</u>	
Equipment	<u>14,000</u>	Purchase of computer equipment.
Transfers	<u>50,158</u>	GASB 34 accounting change for PSG HR expense reimbursements.
	<u>8,259</u>	Increased PSG HR payroll expense reimbursement.
	<u>58,417</u>	
Reimbursements	<u>195,217</u>	Decrease in reimbursements from LUSD divisions for admin support.
Total Appropriations	<u>-</u>	
Revenue	<u>-</u>	
Local Cost	<u>-</u>	

## LAND USE SERVICES

### BUDGET UNIT: PLANNING DIVISION (AAA PLN)

#### I. GENERAL PROGRAM STATEMENT

Beginning in 2002-03, the Land Use Services Department has separated this division's budget into two units, Current Planning (AAA-CUR) and Advance Planning (AAA-ADV).

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	3,928,748	6,555,853	4,915,373	-
Total Revenue	2,496,955	4,127,394	2,611,680	-
Local Cost	1,431,793	2,428,459	2,303,693	-
Budgeted Staffing		43.0		-
<b><u>Workload Indicators</u></b>				
Conditional Use Permit	238	196	204	-
Tentative Parcel Maps	32	36	24	-
Tentative Tracts	7	12	12	-
Mining Rec Plans	12	25	25	-
Environmental Review	50	25	24	-
Temporary Special	19	20	14	-
Concurrently Filed	67	55	55	-
Mine Inspections	27	63	63	-

Actual revenues and expenditures are under budget due to a reduced level of Environmental Impact Report (EIR) requests, which results in reduced professional services for EIR consultants and the offsetting revenue.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Added 1.0 Planner III mid year for census data analysis. For 2002-03 25.5 positions were transferred to Current Planning and 18.5 positions to Advance Planning.

##### **PROGRAM CHANGES**

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Land Use Services - Planning  
FUND: General AAA PLN

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	2,010,414	2,472,165	2,678,052	(2,678,052)	-
Services and Supplies	1,758,238	3,697,014	3,720,226	(3,720,226)	-
Central Computer	20,395	20,395	43,879	(43,879)	-
Equipment	46,566	50,000	50,000	(50,000)	-
Transfers	1,115,084	480,203	480,203	(480,203)	-
Total Expen Authority	4,950,697	6,719,777	6,972,360	(6,972,360)	-
Less:					
Reimbursements	(35,324)	(163,924)	(163,924)	163,924	-
Total Appropriation	4,915,373	6,555,853	6,808,436	(6,808,436)	-
<b><u>Revenue</u></b>					
Current Services	2,593,309	4,119,838	4,119,838	(4,119,838)	-
State, Federal, or Gov't Aid	16,895	-	-	-	-
Other Revenue	1,476	7,556	7,556	(7,556)	-
Total Revenue	2,611,680	4,127,394	4,127,394	(4,127,394)	-
Local Cost	2,303,693	2,428,459	2,681,042	(2,681,042)	-
Budgeted Staffing		43.0	44.0	(44.00)	-

## LAND USE SERVICES

Total Changes in Board Approved Base Budget		
Base Year		
Salaries and Benefits	<u>133,887</u>	MOU increases and retirement.
Services and Supplies	<u>77,927</u>	Inflation, risk management liability and EHAP.
	<u>(54,715)</u>	2% budget reduction.
	<u>23,212</u>	
Central Computer	<u>23,484</u>	
Mid Year		
Salaries and Benefits	<u>72,000</u>	Increase 1.0 Planner III for Census Data Analysis authorized by Board action on January 29, 2002, Item #95.
Total Appropriation Change	252,583	
Total Revenue Change	-	
Total Local Cost Change	252,583	
Total 2001-02 Appropriation	6,555,853	
Total 2001-02 Revenue	4,127,394	
Total 2001-02 Local Cost	2,428,459	
Total Base Budget Appropriation	6,808,436	
Total Base Budget Revenue	4,127,394	
Total Base Budget Local Cost	2,681,042	

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>(2,678,052)</u>	Transfer to AAA-ADV & AAA-CUR.
Services and Supplies	<u>(3,720,226)</u>	Transfer to AAA-ADV & AAA-CUR.
Central Computer	<u>(43,879)</u>	Transfer to AAA-ADV & AAA-CUR.
Equipment	<u>(50,000)</u>	Transfer to AAA-ADV & AAA-CUR.
Transfers	<u>(480,203)</u>	Transfer to AAA-ADV & AAA-CUR.
Reimbursements	<u>163,924</u>	Transfer to AAA-ADV & AAA-CUR.
Total Appropriation	<u>(6,808,436)</u>	
Revenue	<u>(4,127,394)</u>	Transfer to AAA-ADV & AAA-CUR.
Total Revenue	<u>(4,127,394)</u>	
Local Cost	<u>(2,681,042)</u>	

## LAND USE SERVICES

### BUDGET UNIT: CURRENT PLANNING DIVISION (AAA CUR)

#### I. GENERAL PROGRAM STATEMENT

The Current Planning Division of Land Use Services reviews all land use applications for compliance with county codes and environmental laws; and administers short-term implementing measures for land use, housing, and community design. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances. The Land Use Services Department has separated this division's budget for 2002-03 from Planning budget (AAA PLN) to reflect the management of the different planning functions and to provide separate accounting for budget and program activities.

#### II. BUDGET & WORKLOAD HISTORY

	* Actual 2000-01	* Budget 2001-02	* Actual 2001-02	Budget 2002-03
Total Appropriation	-	-	-	2,150,272
Total Revenue	-	-	-	2,150,272
Local Cost	-	-	-	-
Budgeted Staffing		-		27.0
<b><u>Workload Indicators</u></b>				
Conditional use permit	238	196	204	200
Tentative parcel maps	32	36	24	21
Tentative tracts	7	12	12	10
Temporary special	19	20	14	15
Concurrently filed	67	55	55	55

\* Workload indicators for these columns are for informational purposes only, transferred from AAA PLN.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

A total of 27.0 budgeted positions is included in this budget unit resulting from the transfer in of 25.5 positions from the consolidated Planning budget (AAA PLN), 1.0 Planner III transferred from Land Use Services Administration (AAA LUS) and the increase of .5 Public Service Employee for use as an Intern.

##### **PROGRAM CHANGES**

None.

## LAND USE SERVICES

GROUP: Economic Development/Public Services  
DEPARTMENT: Land Use Services - Current Planning  
FUND: General AAA CUR

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	-	-	-	1,563,176	1,563,176
Services and Supplies	-	-	-	281,800	281,800
Central Computer	-	-	-	43,879	43,879
Equipment	-	-	-	25,000	25,000
Transfers	-	-	-	259,667	259,667
Total Expen Authority	-	-	-	2,173,522	2,173,522
Less:					
Reimbursements	-	-	-	(23,250)	(23,250)
Total Appropriation	-	-	-	2,150,272	2,150,272
<b>Revenue</b>					
Current Services	-	-	-	2,142,716	2,142,716
Other Revenue	-	-	-	7,556	7,556
Total Revenue	-	-	-	2,150,272	2,150,272
Local Cost	-	-	-	-	-
Budgeted Staffing		-	-	27.00	27.0

Board Approved Changes to Base Budget		
Salaries and Benefits	1,493,698 69,478 <u>1,563,176</u>	Transfer in 25.5 from AAA-PLN. Transfer in 1.0 Planner III from AAA-LUS, increase .5 Intern.
Services and Supplies	313,692 (57,857) 4,747 21,218 <u>281,800</u>	Transfer in from AAA-PLN. Reduction in COWCAP. Increase in training expense for new staff. Increase systems development charges for planning conversion to permits' plus.
Central Computer	<u>43,879</u>	Transfer in from AAA-PLN.
Equipment	<u>25,000</u>	Transfer in from AAA-PLN - new vehicle.
Transfers	278,741 7,530 (7,530) (19,074) <u>259,667</u>	Transfer in from AAA-PLN - administrative costs to AAA-LUS. Transfer in from AAA-PLN - Bldg and Safety revenue distribution. GASB 34 accounting change -Bldg and Safety revenue distribution moved to revenue. Decrease in LUSD administration costs.
Reimbursements	(163,924) (5,625) (12,000) (5,625) 163,924 <u>(23,250)</u>	Transfer in from AAA-PLN. GASB #34 accounting change moved from revenue -Surveyor JCS support. GASB #34 accounting change moved from revenue - Land Development - VV Cowcap. GASB #34 accounting change moved from revenue - Land Development JCS support. GASB #34 accounting change -Bldg and Safety revenue distribution moved to revenue.
Total Appropriations	<u>2,150,272</u>	
Revenue		
Current Services	2,140,128 (23,250) 163,924 (7,530) (130,556) <u>2,142,716</u>	Transfer in from AAA-PLN - current services. GASB 34 accounting change-from Surveyor and Land Development moved to reimbursements. GASB #34 accounting change - Bldg and Safety revenue distribution moved from reimbursements. GASB #34 accounting change - Bldg and Safety revenue distribution moved from transfers. Decrease in current services revenue based on year-end estimates.
Other Revenue	<u>7,556</u>	Transfer in from AAA-PLN - other revenue.
Total Revenues	<u>2,150,272</u>	
Local Cost	<u>-</u>	

## LAND USE SERVICES

### BUDGET UNIT: ADVANCE PLANNING DIVISION (AAA ADV)

#### I. GENERAL PROGRAM STATEMENT

The Advance Planning Division of Land Use Services prepares short and long-range plans for the development of the county and the conservation of its resources, including the County General Plan and various specific plans. In addition, professional staff assistance is provided to the Planning Commission and Board of Supervisors for the formation and implementation of plans and ordinances. The Land Use Services Department has separated this division's budget for 2002-03 from the Planning budget (AAA PLN) to reflect the management of the different planning functions and to provide separate accounting for budget and program activities.

#### II. BUDGET & WORKLOAD HISTORY

	* Actual 2000-01	* Budget 2001-02	* Actual 2001-02	Budget 2002-03
Total Appropriation	-	-	-	3,665,734
Total Revenue	-	-	-	1,979,710
Local Cost	-	-	-	1,686,024
Budgeted Staffing		-		19.0
<b><u>Workload Indicators</u></b>				
Environmental review	50	25	24	25
Mine inspections	27	63	63	63
Mining/Land Reclamation	12	25	25	25

\* The workload indicators for these columns are for informational purposes only, transferred from AAA PLN.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

A total of 19.0 budgeted positions is included in this budget resulting from the transfer in of 18.5 positions from the consolidated Planning budget (AAA PLN) and an increase of .5 Graphic Designer to increase the position from part-time to full-time.

##### **PROGRAM CHANGES**

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Land Use Services - Advance Planning  
FUND: General AAA ADV

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	2001-02 Actual	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	-	-	-	1,218,757	1,218,757
Services and Supplies	-	-	-	2,659,210	2,659,210
Equipment	-	-	-	25,000	25,000
Transfers	-	-	-	181,767	181,767
Total Expen Authority	-	-	-	4,084,734	4,084,734
Less:					
Reimbursements	-	-	-	(419,000)	(419,000)
Total Appropriation	-	-	-	3,665,734	3,665,734
<b><u>Revenue</u></b>					
Current Services	-	-	-	1,979,710	1,979,710
Total Revenue	-	-	-	1,979,710	1,979,710
Local Cost	-	-	-	1,686,024	1,686,024
Budgeted Staffing	-	-	-	19.0	19.0

## LAND USE SERVICES

Board Approved Changes to Base Budget		
Salaries and Benefits	1,184,354	Transfer in from AAA PLN of 18.5 positions.
	29,421	Increase .5 Graphic Designer for full time position, and an equity adjustment for Division Chief.
	4,982	Equity adjustments that were added after the target was set.
	<u>1,218,757</u>	
Services and Supplies	3,406,534	Transfer in from AAA PLN
	(69,324)	Decrease in professional services due to a reduced need for EIR consultants.
	3,000	Increase Vehicle Charges for new vehicle.
	(681,000)	Transfer of general fund allocation for the general plan to the general plan update special revenue fund (RHJ-LUS).
	<u>2,659,210</u>	
Equipment	<u>25,000</u>	Transfer in from AAA PLN new vehicle.
Transfers	193,932	Transfer in from AAA PLN for administrative costs to AAA LUS.
	(12,165)	Decrease in LUSD Administration costs.
	<u>181,767</u>	
Reimbursements	(100,000)	Increased reimbursement from SAA TRA for general plan update support.
	(319,000)	Increased reimbursement from RHJ-LUS for general plan update support.
	<u>(419,000)</u>	
Total Appropriations	<u>3,665,734</u>	
Revenue	1,979,710	Transfer in from AAA PLN.
Total Revenue	<u>1,979,710</u>	
Local Cost	<u>1,686,024</u>	



## LAND USE SERVICES

### BUDGET UNIT: BUILDING AND SAFETY DIVISION (AAA BNS)

#### I. GENERAL PROGRAM STATEMENT

The Building and Safety Division of Land Use Services administers construction and occupancy standards to safeguard life, health, and property in the interest of the general public's welfare throughout the unincorporated areas of the county. This is accomplished by applying county ordinances and state laws to the inspection of construction, alteration, moving, demolition, repair, occupancy, and use of buildings and structures.

#### III. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	4,395,911	4,639,193	4,240,006	4,743,001
Total Revenue	4,463,116	4,549,162	4,353,311	4,654,771
Local Cost	(67,205)	90,031	(113,305)	88,230
Budgeted Staffing		57.2		57.2
<b><u>Workload Indicators</u></b>				
Permit applications	13,574	13,200	16,486	14,000
Inspections	35,915	35,700	41,332	44,500
Plan reviews	3,901	3,600	4,308	4,500

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Land Use Services - Building and Safety  
FUND: General AAA BNS

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	<b>2001-02 Actual</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	2,902,111	3,204,526	3,387,795	28,386	3,416,181
Services and Supplies	499,768	546,597	558,826	28,300	587,126
Central Computer	83,542	83,542	57,971	-	57,971
Transfers	<u>754,585</u>	<u>813,058</u>	<u>813,058</u>	<u>(131,335)</u>	<u>681,723</u>
Total Exp Authority	4,240,006	4,647,723	4,817,650	(74,649)	4,743,001
Less:					
Reimbursements	<u>-</u>	<u>(8,530)</u>	<u>(8,530)</u>	<u>8,530</u>	<u>-</u>
Total Appropriation	4,240,006	4,639,193	4,809,120	(66,119)	4,743,001
<b><u>Revenue</u></b>					
Licenses & Permits	4,192,917	4,453,662	4,625,390	(102,649)	4,522,741
Current Services	47,166	30,500	30,500	37,530	68,030
Other Revenue	<u>113,228</u>	<u>65,000</u>	<u>65,000</u>	<u>(1,000)</u>	<u>64,000</u>
Total Revenue	4,353,311	4,549,162	4,720,890	(66,119)	4,654,771
Local Cost	(113,305)	90,031	88,230	-	88,230
Budgeted Staffing		57.2	57.2	-	57.2

## LAND USE SERVICES

Total Changes in Board Approved Base Budget		
Salaries and Benefits	183,269	MOU increase and retirement.
Services and Supplies	12,229	Inflation, risk management liability and EHAP.
Central Computer	(25,571)	
Revenue	169,927	Increase in revenue to cover base year costs.
	1,801	Increase in revenue to cover 2% budget reduction.
	171,728	
Total Appropriation Change	169,927	
Total Revenue Change	171,728	
Total Local Cost Change	(1,801)	
Total 2001-02 Appropriation	4,639,193	
Total 2001-02 Revenue	4,549,162	
Total 2001-02 Local Cost	90,031	
Total Base Budget Appropriation	4,809,120	
Total Base Budget Revenue	4,720,890	
Total Base Budget Local Cost	88,230	

Board Approved Changes to Base Budget		
Salaries and Benefits	28,386	Equity adjustments for the Building Official, Building & Safety Engineer and Geologist.
	28,386	
Services and Supplies	(5,216)	Decrease in ISD communications charges.
	131,487	Increase in COWCAP.
	(83,989)	Decrease in systems development charges.
	(40,000)	GASB 34 accounting change, rent charges are now part of transfers.
	20,500	Increase in special departmental expense for 2 sets of Assessor parcel maps.
	11,900	Increase in subscriptions for updated building code books.
	(4,750)	Decrease in publication, noninventoriable equipment, advertising, & rent on equipment.
	(1,632)	Net decrease of all other changes in this category.
	28,300	
Transfers	(42,735)	Decrease transfer to LUSD Administration Division.
	40,000	GASB 34 accounting change, rent charges are now part of transfers.
	(128,600)	GASB 34 accounting change, Planning revenue is now part of permit revenue.
	(131,335)	
Reimbursements	7,530	GASB 34 accounting change, Surveyor final map work and Planning revenue distribution included in current services revenue.
	1,000	GASB 34 accounting change, A & E revenue distribution is included in permit revenue.
	8,530	
Total Appropriations	(66,119)	
Revenue		
Licenses and Permits	(128,600)	GASB 34 accounting change, Revenue distribution to Current Planning (AAA-CUR) is now included in permit revenue.
	25,951	Increase in permit revenue.
	(102,649)	
Current Services	7,530	GASB 34 accounting change, Surveyor final map work and Planning revenue distribution included in other revenue.
	30,000	Increase in zoning lookup charges.
	37,530	
Other Revenue	1,000	GASB 34 accounting change, A & E revenue distribution included in other revenue.
	(1,000)	Reduction in A&E revenue distribution.
	(1,500)	Decreased sale of building codes.
	500	Increase in sales of non published material.
	(1,000)	
Total Revenue	(66,119)	
Local Cost	-	

## LAND USE SERVICES

### BUDGET UNIT: CODE ENFORCEMENT DIVISION (AAA CEN)

#### I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division of Land Use Services administers programs designed to protect the public's safety, welfare, and property through enforcement of county ordinances and state laws related to housing and property.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>
Total Appropriation	2,489,447	2,652,069	2,847,328	2,803,194
Total Revenue	230,212	256,715	230,261	258,200
Local Cost	2,259,235	2,395,354	2,617,067	2,544,994
Budgeted Staffing		30.0		31.0
<b><u>Workload Indicators</u></b>				
Code enforcement complaints	3,006	2,700	3,089	3,000
Rehab/demolitions	75	120	200	135
Permits	777	1,025	462	700

Code Enforcement overage in appropriation and local cost is a result of not receiving budgeted reimbursements from the Department of Economic and Community Development for blight contracts that were encumbered but the work was not performed in 2002-03.

Actual revenue is under budget as a result of a change in the Home Occupation Permit Fee approved by Board Action on December 11, 2001, Item #34. This action reduced the Home Occupation Permit Fee and changed annual inspections to biennial inspections, which reduced revenue received from this fee.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Budgeted staffing increased by 1.0 Clerk III for processing demolitions of substandard structures.

##### **PROGRAM CHANGES**

None.

GROUP: Economic Development/Public Services			FUNCTION: Public Protection		
DEPARTMENT: Land Use Services - Code Enforcement			ACTIVITY: Other Protection		
FUND: General AAA CEN					
	2001-02 Actual	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	1,720,134	1,746,505	1,847,221	60,148	1,907,369
Services and Supplies	912,711	897,312	855,562	(200,405)	655,157
Central Computer	9,756	9,756	22,430	-	22,430
Transfers	370,833	407,551	485,551	132,687	618,238
Total Exp Authority	3,013,434	3,061,124	3,210,764	(7,570)	3,203,194
Less:			-		-
Reimbursements	(166,106)	(409,055)	(409,055)	9,055	(400,000)
Total Appropriation	2,847,328	2,652,069	2,801,709	1,485	2,803,194
<b><u>Revenue</u></b>					
Licenses & Permits	87,150	106,715	106,715	(715)	106,000
Taxes	3,338	-	-	-	-
Current Services	112,935	120,000	120,000	2,200	122,200
Other Revenue	26,838	30,000	30,000	-	30,000
Total Revenue	230,261	256,715	256,715	1,485	258,200
Local Cost	2,617,067	2,395,354	2,544,994	-	2,544,994
Budgeted Staffing		30.0	30.0	1.0	31.0

## LAND USE SERVICES

Total Changes in Board Approved Base Budget		
Base Year		
Salaries and Benefits	100,716	MOU and retirement increases.
Services and Supplies	10,189	Inflation increase less decreases in risk management liability and EHAP.
	(51,939)	2% budget reduction.
	(41,750)	
Central Computer	12,674	
Mid Year		
Transfers	78,000	Increase in County Counsel charges for paralegal and .05 secretary per Board action on January 29, 2002.
Total Appropriation Change	149,640	
Total Revenue Change	-	
Total Local Cost Change	149,640	
Total 2001-02 Appropriation	2,652,069	
Total 2001-02 Revenue	256,715	
Total 2001-02 Local Cost	2,395,354	
Total Base Budget Appropriation	2,801,709	
Total Base Budget Revenue	256,715	
Total Base Budget Local Cost	2,544,994	

Board Approved Changes to Base Budget		
Salaries and Benefits	60,148	Increase for 1.0 Clerk II, uniform allowance for all Code Enforcement Officers and Supervisors, and other MOU changes.
Services and Supplies	(175,000)	GASB 34 accounting change, County Counsel charges moved to transfers.
	(18,800)	GASB 34 accounting change, rent charges moved to transfers.
	(20,000)	Transfer cost of permits plus maintenance to LUS.
	(6,500)	Decrease in travel charges.
	(5,016)	Decrease in system development charges.
	(2,240)	Decrease in distributed equipment per ISD estimates.
	(6,000)	Decrease in rent & lease charges on equipment.
	(17,900)	Decrease in training, equipment, clothing & advertising charges.
	23,298	GASB 34 accounting change, Sheriff dispatch services moved from transfers.
	25,553	Net increase of all other changes in this category.
	2,200	Increase in professional services due to fee increase.
	(200,405)	
Transfers	175,000	GASB 34 accounting change, County Counsel charges moved from services and supplies.
	(14,441)	Decrease in County Counsel charges (1.0 attorney, 1.0 Paralegal & 1.0 Secretary), adjusted to reflect actual.
	(23,374)	Decrease transfer to LUSD Administration Division.
	(23,298)	GASB 34 accounting change, transfer to Sheriff is now part of services and supplies.
	18,800	GASB 34 accounting change, rent charges moved to transfers.
	132,687	
Reimbursements	9,055	Decrease in ECD funding.
Total Appropriations	1,485	
Revenue	(715)	Reduction in permit revenue.
	2,200	Increase in current services due to fee increase.
	1,485	
Local Cost	-	

## LAND USE SERVICES

### BUDGET UNIT: FIRE HAZARD ABATEMENT (AAA WAB)

#### I. GENERAL PROGRAM STATEMENT

The Code Enforcement Division enforces the County's Fire and Hazardous Trees Ordinance in the unincorporated portions of the County, as well as under contract with certain cities and fire districts. This service includes inspections, notifications to property owners, and removal of hazards due to vegetation and flammable debris.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	1,505,660	1,742,518	1,605,437	1,872,613
Total Revenue	1,285,581	1,742,518	1,521,728	1,872,613
Local Cost	220,079	-	83,709	-
Budgeted Staffing		20.0		21.0

##### Workload Indicators

Weed notices issued	43,000	43,500	50,447	49,500
Weed abatements	5,200	5,500	3,326	5,000
Warrants issued	1,300	1,500	1,037	1,000
Done By Owner Fee	2,000	2,500	3,056	2,800

The shortfall in revenue is primarily due to lower than expected collections from property owners for weed abatement assessments. These special assessments are placed on the tax rolls and should be received by the county within five years. The savings in expenses is due to the salaries and benefits savings realized from vacant positions.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

On May 7, 2002 the Board of Supervisors authorized the addition of 1.0 new position (Code Enforcement Officer II) to handle the increase in workload related to a new contract with Crest Forest Fire Protection District. Also, included in this budget is the conversion of 2.0 Public Service Employee positions to 2.0 Field Assistant positions.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Land Use Services - Fire Hazard Abatement  
FUND: General AAA WAB

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	<u>2001-02</u> <u>Actuals</u>	<u>2001-02</u> <u>Approved Budget</u>	<u>2002-03</u> <u>Board Approved</u> <u>Base Budget</u>	<u>2002-03</u> <u>Board Approved</u> <u>Changes to</u> <u>Base Budget</u>	<u>2002-03</u> <u>Final Budget</u>
<b><u>Appropriations</u></b>					
Salaries and Benefits	687,460	824,540	870,746	45,461	916,207
Services and Supplies	759,935	784,921	802,296	(15,679)	786,617
Central Computer	3,371	3,371	11,820	-	11,820
Equipment	-	-	-	20,000	20,000
Transfers	237,153	212,168	212,168	10,801	222,969
Total Exp Authority	1,687,919	1,825,000	1,897,030	60,583	1,957,613
Less:					
Reimbursements	(82,482)	(82,482)	(82,482)	(2,518)	(85,000)
Total Appropriation	1,605,437	1,742,518	1,814,548	58,065	1,872,613
<b><u>Revenue</u></b>					
Taxes	491,767	815,481	815,481	(70,860)	744,621
Current Services	1,030,744	927,037	999,067	128,925	1,127,992
Other Revenue	(783)	-	-	-	-
Total Revenue	1,521,728	1,742,518	1,814,548	58,065	1,872,613
Local Cost	83,709	-	-	-	-
Budgeted Staffing		20.0	20.0	1.0	21.0

## LAND USE SERVICES

Total Changes in Board Approved Base Budget		
Salaries and Benefits	46,206	MOU and retirement increase.
Services and Supplies	17,375	Inflation, retirement management liability and EHAP.
Central Computer	8,449	
Total Appropriation Change	72,030	
Total Revenue Change	-	
Total Local Cost Change	72,030	
Total 2001-02 Appropriation	1,742,518	
Total 2001-02 Revenue	1,742,518	
Total 2001-02 Local Cost	-	
Total Base Budget Appropriation	1,814,548	
Total Base Budget Revenue	1,814,548	
Total Base Budget Local Cost	-	

Board Approved Changes to Base Budget		
Salaries and Benefits	2,601	Increase in salaries and benefits for the conversion of 2.0 PSE positions to 2.0 Field Assistant positions.
	42,860	Addition of Code Enforcement Officer II for the new Crest Forest Fire Protection contract.
	45,461	
Services and Supplies	31,435	Increased for anticipated new service areas.
	5,000	Increased mailing charges.
	(6,189)	Reduction in COWCAP.
	(56,392)	Reduction in systems development charges.
	(24,985)	GASB 34 accounting change moved rent for Victorville office to 5000 series.
	5,000	Increased vehicle maintenance charges to reflect actual.
	(11,748)	Net decrease of all other expenses.
	25,000	Increase in agricultural services expenses related to Crest Forest Fire Protection contract.
	17,200	Increase in services and supplies related to the new position.
	(15,679)	
Equipment	20,000	Purchase of a vehicle for the new Code Enforcement Officer II Position related to the Crest Forest Fire Protection contract.
Transfers	(14,639)	Decreased for LUSD Admin allocation.
	24,985	GASB 34 accounting change moved rent for Victorville office from 2000 series.
	455	Increase in Victorville office rent.
	10,801	
Reimbursements	(2,518)	Increased support from AAA-CEN for training.
Total Appropriations	58,065	
Revenue		
Taxes	(70,860)	Decreased collections through special assessments.
Current Services	23,865	Increased collections from property owners.
	105,060	Increase in current services for the Crest Forest Fire Protection contract.
	128,925	
Total Revenue	58,065	
Local Cost	-	

## LAND USE SERVICES

### BUDGET UNIT: GENERAL PLAN UPDATE (RHJ LUS)

#### I. GENERAL PROGRAM STATEMENT

The Advance Planning Division of Land Use Services prepares the County General Plan. This budget was separated from the AAA-ADV Advance Planning budget so that the costs associated with the General Plan Update can be easily determined and any unspent funds will be carried forward. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual 2000-01</u>	<u>Budget 2001-02</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>
Total Appropriation			-	1,615,336
Total Revenue			615,336	1,000,000
Fund Balance		-		615,336
Budgeted Staffing				

Actual revenue represents the unspent 2001-02 general fund allocation for the general plan update that was transferred from the Planning Division.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

This is a new budget unit that has been established for closer tracking of the general plan update costs.

GROUP: Economic Development/Public Services DEPARTMENT: Land Use Services - General Plan Update FUND: Special Revenue RHJ LUS			FUNCTION: Public Protection ACTIVITY: Other Protection		
	<u>2001-02 Actuals</u>	<u>2001-02 Approved Budget</u>	<u>2002-03 Board Approved Base Budget</u>	<u>2002-03 Board Approved Changes to Base Budget</u>	<u>2002-03 Final Budget</u>
<b><u>Appropriations</u></b>					
Services and Supplies	-	-	-	1,296,336	1,296,336
Transfers	-	-	-	319,000	319,000
Total Appropriation	-	-	-	1,615,336	1,615,336
<b><u>Revenue</u></b>					
Use of Money & Prop	336	-	-	-	-
Other Revenue	615,000	-	-	1,000,000	1,000,000
Total Revenue	615,336	-	-	1,000,000	1,000,000
Fund Balance		-	-	615,336	615,336

Board Approved Changes to Base Budget		
Services and Supplies	1,296,000	Professional services related to the general plan update.
	336	Increase in professional services due to increase in fund balance.
	1,296,336	
Transfers	319,000	Payment to Advanced Planning for reimbursement of general plan support staff.
Total Appropriation	1,615,336	
Revenue	1,000,000	General fund allocation for the general plan update.
Total Revenue	1,000,000	
Fund Balance	615,336	

## LAND USE SERVICES

### BUDGET UNIT: HABITAT CONSERVATION (RHC PLN)

#### I. GENERAL PROGRAM STATEMENT

The Habitat Conservation Program budget was created in January 1999, in response to the January 12, 1999 Board of Supervisors action to continue work on preparation of the Multi-Species Habitat Conservation Plan for the San Bernardino Valley. The Habitat Conservation Plan is a study of endangered species located in the San Bernardino Valley that will conclude in recommendations regarding protection and mitigation of habitat to facilitate contiguous development opportunities. Land Use Services Advance Planning Division manages the project.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	741,393	822,277	(1,079,366)	260,479
Total Revenue	415,370	1,299,349	(462,810)	120,996
Fund Balance		(477,072)		139,483
Budgeted Staffing		3.0		1.0

Actual 2001-02 expenditures and revenue are negative, reflecting recent changes in accounting policies. These policies no longer allow for payables or receivables to be accrued unless actual disbursement or receipt is expected within 9 months of the end of the fiscal year. Due to uncertainty of the Multi-Species Habitat Conservation program's future and financing concerns, the fund's ability to make payments or receive past due revenue is unlikely within 9 months or by March 31, 2003. Accordingly, a \$1.085 million payable to the County Museum for prior years' work on the program was reversed and not re-accrued in 2001-02. In addition, revenue accrued from participating agencies for prior years, in the amount of \$465,750, was reversed and not re-accrued in 2001-02.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Decrease of 1.0 Geographic Information Systems Technician and 1.0 PSE (Intern) based on the assumption that the work will be performed by contract services, if the entire program is not suspended due to lack of funding sources.

##### PROGRAM CHANGES

After input from the participating cities is received, the Board of Supervisors will make a decision on how to proceed with this program. In the meantime, this program was suspended in November 2001.

GROUP: Economic Development/Public Services DEPARTMENT: Land Use Services - Habitat Conservation FUND: Special Revenue RHC PLN			FUNCTION: Public Protection ACTIVITY: Other Protection		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	4,044	127,337	127,337	(66,858)	60,479
Services and Supplies	1,552	182,440	182,440	17,560	200,000
Equipment	-	12,500	12,500	(12,500)	-
Transfers	(1,084,962)	500,000	500,000	(500,000)	-
Total Appropriation	(1,079,366)	822,277	822,277	(561,798)	260,479
<b><u>Revenue</u></b>					
Use of Money & Prop	2,940	-	-	-	-
State, Fed or Gov't Aid	(465,750)	1,299,349	1,299,349	(1,178,353)	120,996
Total Revenue	(462,810)	1,299,349	1,299,349	(1,178,353)	120,996
Fund Balance		(477,072)	(477,072)	616,555	139,483
Budgeted Staffing		3.0	3.0	(2.0)	1.0



## LAND USE SERVICES

Board Approved Changes to Base Budget		
Salaries and Benefits	(66,858)	Decrease of 1.0 GIS Technician and 1.0 PSE (Intern).
Services and Supplies	17,560	Increase in professional services to continue the program on a contract services basis.
Equipment	(12,500)	Decrease in equipment expenses.
Transfers	(500,000)	Decrease in services from County Museum due to the suspension of the program.
Total Appropriation	(561,798)	
Revenue	(228,563)	Decrease in contributions from federal and local governments.
	(949,790)	Decrease in anticipated revenue due to fund balance adjustment.
Total Revenue	(1,178,353)	
Fund Balance	616,555	

## OVERVIEW OF BUDGET

**DEPARTMENT: PUBLIC WORKS**  
**DIRECTOR: KEN A. MILLER**

The Public Works Department was established on March 14, 2000, resulting from the Board of Supervisors approving a restructuring of the county's organization. This department includes divisions for Regional Parks, Transportation, and Solid Waste. The department's mission is to maintain county roads, administer special transportation projects, manage the Surveyor functions, provide recreational opportunities for the public through the use of regional parks, and oversee the operation and management of the county's solid waste system. The Public Works Department has responsibility for the following budget units:

2002-03						
	Operating Exp/ Appropriation	Revenue	Local Cost	Fund Balance	Rev Over/ (Under) Exp	Staffing
<b>Regional Parks Div</b>						
Regional Parks	6,407,943	5,760,448	647,495			117.1
County Trail System	6,339,243	5,541,665		797,578		4.0
Proposition 12 Projects	2,000,000	2,000,000		-		-
Proposition 40 Projects	1,000,000	1,000,000		-		-
Park Maintenance /Dev	982,057	185,000		797,057		-
Calico Marketing	405,156	389,300		15,856		1.0
Off-Highway Veh License	76,842	25,000		51,842		-
Blockbuster Pavilion Imp	169,958	29,000		140,958		-
Park Snack Bars	86,262	103,500			17,238	1.0
<b>Transportation Div</b>						
Surveyor	2,958,835	2,958,835	-			39.3
Survey Monument	304,903	91,751		213,152		-
Road Operations	57,789,203	41,794,579		15,994,624		364.9
CalTrans Contract	288,100	415,487		(127,387)		-
Etiwanda Interchange	1,477,489	8,504,313		(7,026,824)		-
High Desert Corridor	648,400	446,457		201,943		-
Development Projects	3,131,112	631,421		2,499,691		-
Measure I Funds	25,400,625	9,182,484		16,218,141		-
<b>Solid Waste Division</b>						
Operations	42,323,884	43,827,202			1,503,318	62.3
Site Closure/Maint	939,285	8,355,325			7,416,040	-
Site Enhancement/Exp	3,033,798	5,246,861			2,213,063	-
Groundwater Remediation	3,195,223	4,770,789			1,575,566	-
Environmental Mitigation	1,621,000	1,820,618			199,618	-
<b>TOTAL</b>	<b>160,579,318</b>	<b>143,080,035</b>	<b>647,495</b>	<b>29,776,631</b>	<b>12,924,843</b>	<b>589.6</b>

### BUDGET UNIT: REGIONAL PARKS (AAA CCP)

#### I. GENERAL PROGRAM STATEMENT

The Regional Parks Division is responsible for the operation and maintenance of nine regional parks located throughout the county. These parks, which encompass approximately 9,200 acres, are as follows: Prado (Chino), Cucamonga-Guasti (Ontario), Glen Helen (San Bernardino), Mojave River Forks (Summit Valley), Mojave Narrows (Victorville), Moabi (Needles), Lake Gregory (Crestline), Yucaipa, and Calico Ghost Town (Yermo). The division also oversees the operation of 180 acres at the Big Morongo Canyon Wildlife Preserve in Morongo Valley. Together, these parks offer open space, trails, camping, swimming, fishing, picnicking, equestrian activities, playing fields, and other recreational opportunities to the public. The division sponsors special cultural, educational, and promotional events through the use of park resources and contractual agreements with private, non-profit, and other public entities.

## PUBLIC WORKS

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	5,619,355	6,035,533	5,817,430	6,407,943
Total Revenue	5,397,247	5,663,447	5,438,542	5,760,448
Local Cost	222,108	372,086	378,888	647,495
Budgeted Staffing		124.2		117.1
<b>Workload Indicators</b>				
Attendance (*):				
Calico Ghost Town	365,167	375,402	314,350	372,200
Moabi	324,721	329,356	289,115	330,700
Glen Helen	648,315	645,779	563,345	647,000
Mojave Narrows	88,506	88,238	78,224	89,400
Prado	280,248	282,306	286,517	280,400
Cucamonga-Guasti	160,589	162,853	148,838	164,800
Yucaipa	323,663	326,641	305,140	328,400
Lake Gregory	294,305	298,219	290,111	294,400
Mojave River Forks	-	6,500	11,820	8,700
Total Attendance	2,485,514	2,515,294	2,287,460	2,516,000

(\*) Attendance reflects all park visitors rather than paid admissions

Revenues for 2001-02 were approximately \$225,000 less than budget due to reduced attendance at a number of the county's regional parks. Accordingly, the department curtailed expenditures by a corresponding amount in order to offset the revenue shortfall and meet its local cost target for the year.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

Regional Parks' 2002-03 budget staffing has been decreased by 7.1 positions. This decrease is primarily the result of converting 48.8 Public Service Employees (PSE) to 43.0 General Services Workers. There are 5.8 fewer General Services Workers being budgeted in 2002-03 than PSE's budgeted in 2001-02 due to additional costs imposed on the department by the conversion of extra-help employees to regular county positions. Also, Regional Parks defunded 1.0 vacant Fiscal Clerk I position and reduced budgeted overtime by 0.3.

#### PROGRAM CHANGES

None

GROUP: Economic Development/Public Services			FUNCTION: Rec & Cultural Svcs		
DEPARTMENT: Public Works - Regional Parks			ACTIVITY: Recreation Facilities		
FUND: General AAA CCP					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	3,643,612	3,732,181	3,931,164	46,179	3,977,343
Services and Supplies	2,042,742	2,136,877	2,200,881	87,016	2,287,897
Central Computer	14,183	14,183	26,605		26,605
Transfers	130,098	166,292	166,292	(36,194)	130,098
Total Exp Authority	5,830,635	6,049,533	6,324,942	97,001	6,421,943
Less:					
Reimbursements	(13,205)	(14,000)	(14,000)	-	(14,000)
Total Appropriation	5,817,430	6,035,533	6,310,942	97,001	6,407,943
<b>Revenue</b>					
Use of Money & Prop	1,200,404	1,152,900	1,152,900	(18,000)	1,134,900
Current Services	4,193,463	4,470,247	4,470,247	104,501	4,574,748
Other Revenue	44,675	40,300	40,300	10,500	50,800
Total Revenue	5,438,542	5,663,447	5,663,447	97,001	5,760,448
Local Cost	378,888	372,086	647,495	-	647,495
Budgeted Staffing		124.2	124.2	(7.1)	117.1

## PUBLIC WORKS

Total Changes in Board Approved Base Budget		
Salaries and Benefits	198,983	General MOU increase (\$171,045) and retirement increase (\$27,938).
Services and Supplies	64,004	Increases for inflation, EHAP and risk management liability charges, partially offset by a 2% budget reduction.
Central Computer	12,422	
Total Appropriation Change	275,409	
Total Revenue Change	-	
Total Local Cost Change	275,409	
Total 2001-02 Appropriation	6,035,533	
Total 2001-02 Revenue	5,663,447	
Total 2001-02 Local Cost	372,086	
Total Base Budget Appropriation	6,310,942	
Total Base Budget Revenue	5,663,447	
Total Base Budget Local Cost	647,495	

Board Approved Changes to Base Budget		
Salaries and Benefits	68,853	Additional cost of converting 48.8 budgeted PSE's to 43.0 General Services Workers.
	(30,000)	Defund 1.0 Fiscal Clerk I.
	(12,000)	0.3 reduction in overtime.
	19,326	Increase in salaries for Daggett swimming pool (formerly classified under transfers).
	46,179	
Services and Supplies	87,016	\$16,268 increase in supplies for Daggett swimming pool (formerly classified under transfers), as well as a \$70,748 increase in special department expense resulting from additional fee revenue.
Transfers	(36,194)	Costs related to the Daggett Swimming pool have been reclassified to salaries & benefits and service & supplies.
Total Appropriations	97,001	
Revenue		
Use of Money & Prop	(18,000)	Decrease in concessionaire lease payments at Calico Ghost Town.
Current Services	104,501	Increase from additional camp site hookups at Calico, Moabi, and Mojave River Forks (\$33,753), in addition to revenue from Board-approved fee increases (\$70,748).
Other Revenue	10,500	Increase from sale of fire wood and private filming.
Total Revenue	97,001	
Local Cost	-	

## PUBLIC WORKS

### BUDGET UNIT: COUNTY TRAIL SYSTEM (RTS CCP)

#### I. GENERAL PROGRAM STATEMENT

On October 6, 1998, the Board of Supervisors approved County Policy #08-16 regarding the development of a county trail system. Under this policy, the Board designated Regional Parks to act as the lead agency for overseeing the development and maintenance of riding (non-motorized) and hiking trails within San Bernardino County. This separate budget unit was established to account for activity related to the trail system independently from other park operations.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	74,177	6,906,517	739,461	6,339,243
Total Revenue	1,006,109	5,905,000	535,522	5,541,665
Fund Balance		1,001,517		797,578
Budgeted Staffing		3.0		4.0

Actual expenditures for 2001-02 were approximately \$6.2 million less than budget primarily due to development of the Santa Ana River Trail (Phase II) not initiating as projected. These appropriations have been carried over to 2002-03 when development is now expected to commence. This portion of the Trail is financed through a grant from SANBAG. The grant funds are obtained on a reimbursable basis. Thus, the department will receive these funds after the trail improvements have commenced. The 2002-03 budget includes appropriations for development of Phase II of the Santa Ana River Trail (La Cadena Dr. to Waterman Ave., Colton/ San Bernardino area) in addition to Phase III of the Trail (Waterman Ave. to Alabama Ave., San Bernardino/Redlands area.)

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Budgeted staffing has increased by 1.0 Staff Analyst II. This additional position is needed to assist current staff with increased workload demands resulting from development of the County Trail System, together with Proposition 12 and Proposition 40 funded projects. The Staff Analyst will be responsible for establishment, tracking, and reporting of specific budgets and grant applications.

##### PROGRAM CHANGES

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Rec &amp; Cultural Svcs</b>		
<b>DEPARTMENT: Public Works - County Trail System</b>			<b>ACTIVITY: Recreation Facilities</b>		
<b>FUND: Special Revenue RTS CCP</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	124,324	147,876	154,387	47,005	201,392
Services and Supplies	745,235	6,888,739	6,888,739	(579,773)	6,308,966
Total Exp Authority	869,559	7,036,615	7,043,126	(532,768)	6,510,358
Less:					
Reimbursements	(130,098)	(130,098)	(136,609)	(34,506)	(171,115)
Total Appropriation	739,461	6,906,517	6,906,517	(567,274)	6,339,243
<b><u>Revenue</u></b>					
Use of Money & Prop	35,272	5,000	5,000	5,000	10,000
State and Federal Gov't	-	5,300,000	5,300,000	(200,000)	5,100,000
Other Revenue	500,250	600,000	600,000	(168,335)	431,665
Total Revenue	535,522	5,905,000	5,905,000	(363,335)	5,541,665
Fund Balance		1,001,517	1,001,517	(203,939)	797,578
Budgeted Staffing		3.0	3.0	1.0	4.0

## PUBLIC WORKS

### Total Changes in Board Approved Base Budget

Salaries and Benefits	<u>6,511</u>	MOU increases.
Reimbursements	<u>(6,511)</u>	Additional reimbursement to offset MOU cost increase.
Total Appropriation Change	-	
Total Revenue Change	-	
Total Fund Balance	-	
Total 2001-02 Appropriation	6,906,517	
Total 2001-02 Revenue	5,905,000	
Total 2001-02 Fund Balance	1,001,517	
Total Base Budget Appropriation	6,906,517	
Total Base Budget Revenue	5,905,000	
Total Base Budget Fund Balance	1,001,517	

### Board Approved Changes to Base Budget

Salaries and Benefits	(10,322)	Decrease due to a Planner II position being budgeted at a lower step.
	<u>57,327</u>	Addition of 1.0 Staff Analyst II.
	<u>47,005</u>	
Services and Supplies	<u>(579,773)</u>	Decrease due to a portion of the trail improvements being completed in the prior year.
Reimbursements	<u>(34,506)</u>	Reimbursement from Proposition 12 and 40 Funds for Administrative costs.
Total Appropriations	<u>(567,274)</u>	
Revenue	5,000	Increase in interest revenue due to an increase in the fund's cash balance.
	(200,000)	Received a portion of a SANBAG grant in the prior year.
	<u>(168,335)</u>	Reduction of funds to be received from the Wildlands Conservancy.
Total Revenue	<u>(363,335)</u>	
Fund Balance	<u>(203,939)</u>	

## PUBLIC WORKS

### BUDGET UNIT: PROPOSITION 12 PROJECTS (RKL RGP)

#### I. GENERAL PROGRAM STATEMENT

Proposition 12 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2000 passed by the voters in November, 2000. Over the life of this program, \$4,832,410 of Proposition 12 funds will be allocated to the department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to the bond act. The list of projects to be funded from the Proposition 12 funds was approved by the Board of Supervisors on January 29, 2002. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation				2,000,000
Total Revenue				2,000,000
Fund Balance	-	-	-	-

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services DEPARTMENT: Public Works - Prop 12 FUND: Special Revenue RKL RGP			FUNCTION: Rec & Cultural Svcs ACTIVITY: Recreation Facilities		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	-	-	-	1,975,494	1,975,494
Transfers	-	-	-	24,506	24,506
Total Appropriation	-	-	-	2,000,000	2,000,000
<b><u>Revenue</u></b>					
State Aid	-	-	-	2,000,000	2,000,000
Total Revenue	-	-	-	2,000,000	2,000,000
Fund Balance	-	-	-	-	-

Board Approved Changes to Base Budget		
Services and Supplies	1,975,494	Proposition 12 funds to be spent on infrastructure projects for the parks.
Transfers	24,506	Percentage of administrative costs.
Total Appropriations	2,000,000	
Revenues	2,000,000	Proposition 12 funds from the state.
Total Revenues	2,000,000	
Fund Balance	-	

## PUBLIC WORKS

### BUDGET UNIT: PROPOSITION 40 PROJECTS (RKM RGP)

#### I. GENERAL PROGRAM STATEMENT

Proposition 40 is the Safe Neighborhood Parks, Clean Water, Clean Air, and Coastal Protection Bond Act of 2002 passed by the voters in March, 2002. Over the life of this program, \$4,768,919 of Proposition 40 funds will be allocated to the department for use in renovating and rehabilitating facilities at various regional parks. This fund has been established to separately account for all activity related to this bond act. A proposed list of projects recommended to be funded from this revenue source will be presented to the Board of Supervisors prior to receiving any Proposition 40 funds. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation				1,000,000
Total Revenue				1,000,000
Fund Balance		-	-	-

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Rec & Cultural Svcs		
DEPARTMENT: Public Works - Prop 40			ACTIVITY: Recreation Facilities		
FUND: Special Revenue RKM RGP					
	<u>2001-02</u> <u>Actuals</u>	<u>2001-02</u> <u>Approved Budget</u>	<u>2002-03</u> <u>Board Approved</u> <u>Base Budget</u>	<u>2002-03</u> <u>Board Approved</u> <u>Changes to</u> <u>Base Budget</u>	<u>2002-03</u> <u>Final Budget</u>
<b><u>Appropriations</u></b>					
Services and Supplies	-	-	-	990,000	990,000
Transfers	-	-	-	10,000	10,000
Total Appropriation	-	-	-	1,000,000	1,000,000
<b><u>Revenue</u></b>					
State Aid	-	-	-	1,000,000	1,000,000
Total Revenue	-	-	-	1,000,000	1,000,000
Fund Balance		-	-	-	-

Board Approved Changes to Base Budget		
Services and Supplies	990,000	Proposition 40 funded projects anticipated in 2002-03.
Transfers	10,000	Portion of the department's administrative costs.
Total Appropriations	1,000,000	
Revenues	1,000,000	Proposition 40 funds from the state.
Total Revenues	1,000,000	
Fund Balance	-	



## PUBLIC WORKS

### BUDGET UNIT: REGIONAL PARKS MAINTENANCE/DEVELOPMENT (SPR CCR)

#### I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide for the maintenance, development, and emergency repair at all regional parks. This fund is financed through a small percentage of park admission fees. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	252,403	890,726	338,690	982,057
Total Revenue	710,204	172,000	415,973	185,000
Fund Balance		718,726		797,057

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, the actual expenditures in 2001-02 were significantly less than budget. The amount not expended has been carried over to the 2002-03 budget. The actual revenues were greater than anticipated due to increased interest earnings on the fund's cash balance, in addition to park admission receipts exceeding original projections.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Rec & Cultural Svcs		
DEPARTMENT: Public Works - Regional Parks Maintenance/Development			ACTIVITY: Recreation Facilities		
FUND: Special Revenue SPR CCR					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	297,731	818,726	818,726	56,331	875,057
Equipment	40,959	72,000	72,000	35,000	107,000
Total Appropriation	338,690	890,726	890,726	91,331	982,057
<b><u>Revenue</u></b>					
Use of Money & Prop	35,124	7,000	7,000	13,000	20,000
Current Services	380,849	165,000	165,000	-	165,000
Total Revenue	415,973	172,000	172,000	13,000	185,000
Fund Balance		718,726	718,726	78,331	797,057

##### Board Approved Changes to Base Budget

Services and Supplies	56,331	Increase due to a greater amount of fund balance available.
Equipment	35,000	Purchase of backhoe for use at Lake Gregory, Yucaipa, and Prado Regional Parks.
Total Appropriations	91,331	
Revenues	13,000	Increased interest revenue based on current year estimates.
Total Revenues	13,000	
Fund Balance	78,331	

## PUBLIC WORKS

### BUDGET UNIT: CALICO GHOST TOWN MARKETING SERVICES (SPS CCR)

#### I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1997-98 to provide separate accountability and operations of marketing services for Calico Ghost Town Regional Park. These services include advertising and marketing for special events such as Calico Days, Spring Festival, Hullabaloo, the Fine Arts Show, and other smaller events. Three-percent of the Calico Ghost Town concessionaire's gross sales, as well as 15% of the park's admission fees, are used to finance these services.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	387,046	442,022	364,750	405,156
Total Revenue	344,362	380,000	317,156	389,300
Fund Balance		62,022		15,856
Budgeted Staffing		-		1.0

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget. Revenues were under realized due to concessionaire sales and admission fees being less than anticipated resulting from a fire occurring at the Park during the fiscal year.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Budgeted staffing has been increased by 1.0 to reflect the addition of a Marketing Coordinator for Calico Ghost Town Regional Park. This position will be responsible for developing marketing strategies and relationships with key local media (television, radio, and newspaper), representing the regional park with the Barstow area Chamber of Commerce and Barstow tourism organization, coordinating all filming (both commercial and non-profit) taking place at the Ghost Town, and responding to public relations and promotional information requests. This position will also assist in the coordination of familiarization tours and other special events.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Calico Ghost Town Marketing Services  
FUND: Special Revenue SPS CCR

FUNCTION: Rec & Cultural Svcs  
ACTIVITY: Promotion

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	-	-	-	47,130	47,130
Services and Supplies	364,750	442,022	442,022	(83,996)	358,026
Total Appropriation	364,750	442,022	442,022	(36,866)	405,156
<b><u>Revenue</u></b>					
Use of Money & Prop	58,919	60,000	60,000	5,500	65,500
Current Services	102,138	150,000	150,000	(5,000)	145,000
Other Revenue	156,099	170,000	170,000	8,800	178,800
Total Revenue	317,156	380,000	380,000	9,300	389,300
Fund Balance		62,022	62,022	(46,166)	15,856
Budgeted Staffing		-	-	1.0	1.0

## PUBLIC WORKS

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>47,130</u>	1.0 Contract marketing coordinator to perform promotional services at Calico Ghost Town.
Services and Supplies	<u>(45,756)</u>	Decrease in marketing and advertising.
	<u>(21,900)</u>	Decrease in brochure distribution and printing.
	<u>2,000</u>	Increase in courier services.
	<u>(18,340)</u>	Decrease in contract services and set up of special events.
	<u>(83,996)</u>	
Total Appropriations	<u>(36,866)</u>	
Revenue		
Use of Money & Prop	5,500	Increased interest revenue.
Current Services	(5,000)	Decrease in gate receipts.
Other Revenue	8,800	Increase in revenue generated from special events.
Total Revenue	<u>9,300</u>	
Fund Balance	<u>(46,166)</u>	

## PUBLIC WORKS

### BUDGET UNIT: OFF-HIGHWAY VEHICLE LICENSE FEE (SBY AMS)

#### I. GENERAL PROGRAM STATEMENT

Off-Highway vehicle funds are provided pursuant to state law. These funds are derived from fines for violation of off-highway vehicle operations and licensing. Subject to state requirements, these funds may be used for the development of trails and areas for off-highway. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	19,336	66,375	23,625	76,842
Total Revenue	26,632	25,000	34,092	25,000
Fund Balance		41,375		51,842

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Off Highway Vehicle License Fee  
FUND: Special Revenue SBY AMS

FUNCTION: Rec & Cultural Svcs  
ACTIVITY: Recreation Facilities

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	23,625	66,375	66,375	10,467	76,842
Total Appropriation	23,625	66,375	66,375	10,467	76,842
<b><u>Revenue</u></b>					
State Aid	34,092	25,000	25,000	-	25,000
Total Revenue	34,092	25,000	25,000	-	25,000
Fund Balance		41,375	41,375	10,467	51,842

##### Board Approved Changes to Base Budget

Services and Supplies	10,467	Increase based on available fund balance.
Total Appropriations	10,467	
Revenue	-	
Fund Balance	10,467	

## PUBLIC WORKS

### BUDGET UNIT: BLOCKBUSTER PAVILION IMPROVEMENTS (SGR RGP)

#### I. GENERAL PROGRAM STATEMENT

This special revenue fund was established in 1993-94 to provide for improvements to the Glen Helen Blockbuster Pavilion. These improvements are designed to maintain the amphitheater and its facilities in their current condition. This fund is financed jointly by deposits from the Regional Parks Division and the operators of the pavilion. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	-	139,915	341	169,958
Total Revenue	19,902	29,000	30,384	29,000
Fund Balance		110,915		140,958

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Blockbuster Pavilion Improvement  
FUND: Special Revenue SGR RGP

FUNCTION: Rec & Cultural Svcs  
ACTIVITY: Recreation Facilities

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	341	139,915	139,915	30,043	169,958
Total Appropriation	341	139,915	139,915	30,043	169,958
<b><u>Revenue</u></b>					
Use of Money & Prop	5,384	4,000	4,000	-	4,000
Other Revenue	25,000	25,000	25,000	-	25,000
Total Revenue	30,384	29,000	29,000	-	29,000
Fund Balance		110,915	110,915	30,043	140,958

##### Board Approved Changes to Base Budget

Services and Supplies	30,043	Increase is based on additional fund balance available.
Total Appropriations	30,043	
Revenue	-	
Fund Balance	30,043	

## PUBLIC WORKS

### BUDGET UNIT: REGIONAL PARKS SNACK BARS (EMO, EMP & EMQ)

#### I. GENERAL PROGRAM STATEMENT

The Regional Parks Division provides staff to operate three snack bars located at the following parks: Glen Helen (island site), Prado, and Mojave Narrows. In 1995-96, enterprise funds were established for the snack bars to provide management with sound accountability and timely reports. Any excess revenue resulting from operations is used to enhance the snack bars or other park operations. Snack bars at Cucamonga-Guasti, Yucaipa, Lake Gregory, and Glen Helen (swimming complex) are operated by a Board-approved private contractor.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	63,074	73,717	84,688	86,262
Total Revenue	56,521	92,000	95,777	103,500
Revenue Over (Under) Exp	(6,553)	18,283	11,089	17,238
Budgeted Staffing		1.0		1.0

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Park Snack Bar  
FUND: Enterprise EMO, EMP, EMQ-CCR

FUNCTION: Rec & Cultural Svcs  
ACTIVITY: Snack Bar Sales

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Salaries and Benefits	13,892	16,717	16,717	2,545	19,262
Services and Supplies	70,796	57,000	57,000	10,000	67,000
Total Operating Expense	84,688	73,717	73,717	12,545	86,262
<b><u>Revenue</u></b>					
Other Revenue	95,777	92,000	92,000	11,500	103,500
Total Revenue	95,777	92,000	92,000	11,500	103,500
Revenue Over (Under) Exp	11,089	18,283	18,283	(1,045)	17,238
Budgeted Staffing		1.0	1.0		1.0

##### **Board Approved Changes to Base Budget**

Salaries and Benefits	2,545	Salary increases for 0.5 FTE at Glen Helen and 0.5 FTE at Prado Regional Parks.
Services and Supplies	10,000	Additional supplies related to Regional Parks taking over snackbar operations from a concessionaire at Mojave Narrows Regional Park.
Total Operating Expense	12,545	
Revenue	11,500	Additional revenue generated from taking over snackbar operations at Mojave Narrows.
Revenue Over (Under) Exp	(1,045)	

## PUBLIC WORKS

### BUDGET UNIT: SURVEYOR (AAA SVR)

#### I. GENERAL PROGRAM STATEMENT

The Surveyor Division is composed of two functions: office mapping and field survey services. The office mapping section is responsible for the review of subdivision maps as prescribed by state law, preparation of legal descriptions and maps for other county departments, and assisting the public in matters relating to land boundaries. The field section performs boundary and construction surveys primarily for other county departments and is responsible for perpetuation of controlling survey monuments.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	839,267	2,506,583	2,185,167	2,958,835
Total Revenue	861,080	2,506,583	2,242,866	2,958,835
Local Cost	(21,813)	-	(57,699)	-
Budgeted Staffing		37.2		39.3
<b><u>Workload Indicators</u></b>				
Final Maps	22	25	27	25
Parcel Maps	37	28	47	46
Records of Survey	188	180	152	175
Corner Records	1,230	1,500	1,002	1,300

The Surveyor experienced reductions in both expenses (\$321,416) and revenues (\$263,717) for 2001-02. Expenses were below budget resulting from a savings in salaries and benefits (\$248,000) attributed to a delay in filling certain budgeted positions during the year, and a savings in services and supplies (\$65,000) due to motor pool, microfilming, training and travel costs being less than anticipated. Since the vacant positions were revenue generators, a corresponding decrease in revenues also occurred.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

Budgeted staff was increased by 2.1 positions primarily to reflect the addition of 1.0 Land Surveyor and 1.0 Engineering Technician V. The Land Surveyor position is needed for the review and approval of Corner Records, Final Maps, Parcel Maps, Records of Surveys and for the preparation, review and approval of legal descriptions. The Engineering Technician V is needed to review increasingly more complex survey maps for boundary resolution, compliance with state law, local ordinance, county standards, and professional practice. The Engineering Technician V will act as lead technician and provide training and assistance to other technicians. Both the Land Surveyor and Engineering Technician V positions are needed in order to handle the current workload and to assure state time frames and mandates are met. The cost of this staff will be offset by revenues generated by the Surveyor for services to county departments, other governmental agencies, and the private sector. In addition to these two new positions, there was a 0.1 increase for an existing part-time extra help Land Surveyor to assist with the division's workload.

##### **PROGRAM CHANGES**

None.

# PUBLIC WORKS

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Surveyor  
FUND: General AAA SVR

FUNCTION: Public Protection  
ACTIVITY: Other Protection

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	1,836,490	2,084,901	2,222,974	324,696	2,547,670
Services and Supplies	303,575	368,127	374,570	(19,150)	355,420
Central Computer	5,555	5,555	15,406	-	15,406
Equipment	39,547	48,000	48,000	21,000	69,000
Transfers	-	-	-	31,128	31,128
Total Exp Authority	2,185,167	2,506,583	2,660,950	357,674	3,018,624
Less:					
Reimbursements	-	-	-	(59,789)	(59,789)
Total Appropriation	2,185,167	2,506,583	2,660,950	297,885	2,958,835
<b>Revenue</b>					
Current Services	2,199,739	2,465,283	2,619,650	297,885	2,917,535
Other Revenue	43,127	41,300	41,300	-	41,300
Total Revenue	2,242,866	2,506,583	2,660,950	297,885	2,958,835
Local Cost	(57,699)	-	-	-	-
Budgeted Staffing		37.2	37.2	2.1	39.3

## Total Changes in Board Approved Base Budget

Salaries and Benefits	138,073	MOU adjustments and retirement.
Services and Supplies	6,443	Inflation, risk management liabilities, 2420 one time shift.
Central Computer	9,851	
Total Appropriation Change	154,367	
Total Revenue Change	154,367	Includes \$94,474 additional revenues due to MOU increases and \$59,893 for increased requests from clients for boundary and construction surveys.
Total Local Cost Change	-	
Total 2001-02 Appropriation	2,506,583	
Total 2001-02 Revenue	2,506,583	
Total 2001-02 Local Cost	-	
Total Base Budget Appropriation	2,660,950	
Total Base Budget Revenue	2,660,950	
Total Base Budget Local Cost	-	



## PUBLIC WORKS

### Board Approved Changes to Base Budget

Salaries and Benefits	185,925	Accounting changes due to GASB 34.
	75,719	Addition of 1.0 Land Surveyor position.
	61,802	Addition of 1.0 Engineering Technician V position.
	7,777	Full year funding, 0.1, for retiree extra help Land Surveyor.
	12,773	Step increases.
	(19,300)	Less termination benefit cash outs needed in 2002-03.
	<u>324,696</u>	
Services and Supplies	(268)	Accounting changes due to GASB 34.
	11,000	Items for two new posns: Phones \$800; computers/software \$7,400; furniture \$2,800.
	(35,800)	Purchases of computers & invent equip made during 2001-02, not requested in 2002-03.
	3,500	Increase to closer reflect need to purchase small survey tools and instruments.
	6,260	Closer reflect current expenditures for office supplies purchased from outside vendors.
	(39,792)	COWCAP decrease.
	2,724	Additional ISD CD Rom, data entry, and microfiche charges.
	12,000	Primarily to reorganize space/remodel public service counter area.
	(30,000)	Imaging costs in conjunction with Co Recorder expended 2001-02, not requested again.
	18,600	ISD's estimated cost to enhance/upgrade Surveyors Intranet Document Imaging System.
	30,400	ISD's estimated costs to provide Internet capabilities to the Document Imaging System. Also to incorporate subscription tracking and Id method to collect fees.
	2,226	Net Increase to all other services and supplies accounts.
	<u>(19,150)</u>	
Equipment	(48,000)	Total Station and First Order Level purchased 2001-02.
	39,000	Additional Total Station to replace older unit, increase productivity & field crew's safety.
	30,000	Vehicle for Office Section to perform periodic on-site reviews of projects to assure compliance and for other business related travel.
	<u>21,000</u>	
Transfers	<u>31,128</u>	Accounting change due to GASB 34.
Reimbursements	<u>(59,789)</u>	Accounting change due to GASB 34.
Total Appropriations	<u>297,885</u>	
Revenue		
Current Services	150,000	Accounting change due to GASB 34.
	73,509	Increased revenues for parcel maps \$47,109; final maps \$15,000; records of survey \$11,400.
	5,000	Increase from Transportation for processing Offers of Dedications (Gratis Deeds).
	(7,086)	Decrease in other types of subdivision map reviews, and preparation of legal descriptions.
	(5,609)	Revenue distrib. decrease to Bldg & Safety (\$500); increase to Transportation for parcel maps \$6,109.
	(42,386)	Decrease in parcel basemap services and surveys for GIMS until funding becomes available.
	124,457	Increased requests from clients for boundary and construction surveys.
Total Revenue	<u>297,885</u>	
Local Cost	<u>-</u>	

**PUBLID WORKS**

**BUDGET UNIT: SURVEY MONUMENT PRESERVATION (SBS SVR)**

**I. GENERAL PROGRAM STATEMENT**

The Survey Monument Preservation Fund was established to account for expenses incurred related to the retracement or remonument surveys of major historical land division lines, upon which later surveys are based. These include, but are not limited to, surveys of government section lines, grant lines, rancho section lines, acreage subdivision lot lines, and subdivision boundary lines. There is no staffing associated with this budget.

**II. BUDGET & WORKLOAD HISTORY**

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	27,379	366,094	140,709	304,903
Total Revenue	109,903	111,620	99,387	91,751
Fund Balance		254,474		213,152

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

**III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET**

**STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Public Protection</b>		
<b>DEPARTMENT: Public Works - Survey Monument Preservation</b>			<b>ACTIVITY: Other Protection</b>		
<b>FUND: Special Revenue SBS SVR</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Salaries and Benefits	140,709	366,094	366,094	(366,094)	-
Services and Supplies	-	-	-	304,903	304,903
Total Appropriation	140,709	366,094	366,094	(61,191)	304,903
<b><u>Revenue</u></b>					
Current Services	99,387	111,620	111,620	(19,869)	91,751
Total Revenue	99,387	111,620	111,620	(19,869)	91,751
Fund Balance		254,474	254,474	(41,322)	213,152

**Board Approved Changes to Base Budget**

Salaries and Benefits	<u>(366,094)</u>	Change in accounting method due to GASB #34.
Services and Supplies	<u>366,094</u>	Change in accounting method due to GASB #34.
	<u>(61,191)</u>	Decrease due to reduced revenue and fund balance.
	<u>304,903</u>	
Total Appropriations	<u>(61,191)</u>	
Revenue		
Current Services	<u>(19,869)</u>	Reduced revenues collected by County Recorder.
Total Revenue	<u>(19,869)</u>	
Fund Balance	<u>(41,322)</u>	

## PUBLIC WORKS

### BUDGET UNIT: ROAD OPERATIONS CONSOLIDATED (SAA, SVJ, SVK, SVL, SVM)

#### I. GENERAL PROGRAM STATEMENT

The Transportation Division of the Public Works Department is responsible for the operation of the county maintained road system, including administration, planning, design, contract administration, traffic management, and maintenance of approximately 2,829 miles of road. The program is financed principally from revenues generated by the state highway users tax, a small share of the state sales tax which is, by law, allocated to a countywide local transportation fund, federal and state aid for specific road improvements, and reimbursable projects from other agencies. The program also includes facilities development fees and one-half cent sales tax passed in November 1990 as Measure I, which are accounted for in separate budget units.

#### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	42,377,246	57,262,525	40,182,921	57,789,203
Total Sources	<u>47,591,389</u>	<u>43,991,815</u>	<u>42,623,706</u>	<u>41,794,579</u>
Fund Balance		13,270,710		15,994,624
Budgeted Staffing		356.0		364.9
<b><u>Workload Indicators</u></b>				
Maintained road miles	2,826	2,823	2,830	2,829

Actual expenditures for 2001-02 were significantly lower than budget due to several road projects not commencing during the year; consequently, appropriations for these projects have been carried-over to the 2002-03. Some of the larger construction projects being re-budgeted include the following: Beaumont Avenue Bridge (Redlands area), Mesquite Avenue (Hesperia), Mountain Avenue (San Antonio Heights area), Larrea Avenue (Hesperia), Cedar at I-10 Interchange Study (Fontana), Whittram Avenue from Live Oak to Hickory (Fontana), and a signal installation at Mission at Benson (Montclair).

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGE**

Budgeted staff for 2002-03 has been increased by a net of 8.9 positions from the prior year. Detail of the changes to budgeted staff is as follows:

- An additional six positions (2.0 Maintenance and Construction Supervisor II; 2.0 Engineering Technician IV; 1.0 Engineering Technician V; and 1.0 Clerk II) were added because of workload demands resulting from Assembly Bill 2928 (Transportation Congestion Relief Program).
- Four positions (3.0 Public Works Engineer III and 1.0 Contract Transportation Engineer) to assist the CalTrans team with the High Desert Corridor Study.
- 1.0 Fiscal Clerk II will assist the Department with the timely processing of invoices.
- 1.0 Automated Systems Technician to support the Department's various computer functions.
- 1.0 Equipment Operator III for increased activity at a number of the Department's road yards.
- 2.0 Engineering Tech II were transferred internally from the Flood Control District due to a workload shift from Flood Control related projects to the maintenance of County roads.
- 5.1 vacant positions were defunded to partially offset the above increases in staff.
- Budgeted staff was also decreased by 1.0 due to a vacancy factor adjustment.

##### **PROGRAM CHANGES**

None.

## PUBLIC WORKS

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Road Operations Consolidated  
FUND: Special Revenue SAA SVJ SVK SVL SVM

FUNCTION: Public Ways/Facilities  
ACTIVITY: Public Ways

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	18,521,951	19,270,197	20,607,323	465,810	21,073,133
Services and Supplies	20,166,915	43,402,402	43,402,402	(5,126,021)	38,276,381
Central Computer	117,246	91,947	144,848	-	144,848
Other Charges	341,260	1,033,741	1,033,741	(273,341)	760,400
Land	397,146	-	-	250,000	250,000
Structures & Imprmts	30,667	112,000	112,000	259,000	371,000
Equipment	2,683,418	2,984,860	2,984,860	(739,360)	2,245,500
Transfers	222,737	1,543,702	1,543,702	817,000	2,360,702
Total Exp Authority	42,481,340	68,438,849	69,828,876	(4,346,912)	65,481,964
Less:			-		-
Reimbursements	(2,298,419)	(11,176,324)	(11,176,324)	3,483,563	(7,692,761)
Total Appropriation	40,182,921	57,262,525	58,652,552	(863,349)	57,789,203
<b>Revenue</b>					
License & Permits	211,742	160,000	160,000	15,000	175,000
Use of Money & Prop	948,765	889,000	889,000	(439,000)	450,000
Current Services	1,248,294	1,601,151	1,601,151	1,929,770	3,530,921
State, Fed or Gov't Aid	37,764,546	41,162,664	42,552,691	(5,050,033)	37,502,658
Other Revenue	1,532,398	179,000	179,000	(43,000)	136,000
Total Revenue	41,705,745	43,991,815	45,381,842	(3,587,263)	41,794,579
Operating Transfers In	917,961	-	-	-	-
Total Sources	42,623,706	43,991,815	45,381,842	(3,587,263)	41,794,579
Fund Balance		13,270,710	13,270,710	2,723,914	15,994,624
Budgeted Staffing		356.0	356.0	8.9	364.9

### Total Changes in Board Approved Base Budget

Salaries and Benefits	1,337,126	Increased benefits costs, 3% MOU adjustment, equity adjustments and step increases.
Central Computer	52,901	
Total Appropriation Change	1,390,027	
Total Revenue Change	1,390,027	
Total Fund Balance Change	-	
Total 2001-02 Appropriation	57,262,525	
Total 2001-02 Revenue	43,991,815	
Total 2001-02 Fund Balance	13,270,710	
Total Base Budget Appropriation	58,652,552	
Total Base Budget Revenue	45,381,842	
Total Base Budget Fund Balance	13,270,710	

## PUBLIC WORKS

### Board Approved Changes to Base Budget

Salaries and Benefits	465,810	Increase of 8.9 positions to support proposed 2002-03 program.
Services and Supplies	(3,558,215)	Decrease in anticipated construction due to less federal revenue for projects.
	(250,000)	Decrease in utilities due to lower energy costs and cost-efficient light emitting diodes (LED) signal bulbs.
	125,000	Increase in special department expense due to purchase of additional road materials.
	(51,873)	Decrease in COWCAP.
	(844,287)	Decrease in equipment maintenance due to replacement of aging vehicles.
	(200,000)	Decrease in motor pool charges.
	(346,646)	Decrease in system development charges.
	<u>(5,126,021)</u>	
Other Charges	<u>(273,341)</u>	Reduction in right of way purchases and interest expense.
Land	<u>250,000</u>	Purchase of property for Crestline Park & Ride.
Structures/Improvements	<u>259,000</u>	Increase is needed for: building security improvements, paving of parking area, replacement of equipment barn at the Fontana Road Yard, installation of waterlines and fencing for the Wrightwood Road Yard, and cinder storage tank for the Big Bear Road Yard.
Equipment	<u>(739,360)</u>	Due to the significant amount of aged equipment replaced over the past couple of years, fewer equipment purchases are needed in 2002-03.
Transfers	<u>817,000</u>	Includes amount to the Measure I Fund for contribution for Rock Springs Road, in addition to \$100,000 to Land Use Services to assist with the general plan update.
Reimbursements	<u>3,483,563</u>	Decrease of \$2,700,000 due to funds received from RDA now shown as revenue in accordance with GASB 33. The remaining \$783,563 reduction is primarily due to an anticipated reduction in the level of services provided to the Flood Control District.
Total Appropriations	<u>(863,349)</u>	
Revenue		
License & Permits	15,000	Increase based on current year actual revenue.
Use of Money & Prop	(439,000)	Decrease in interest based on cash in interest bearing account.
Current Services	1,929,770	Increase of \$2,700,000 due to reimbursement from RDA now classified as revenue, partially offset by a \$770,230 reduction due to completion of several joint projects in 2001-02.
State and Federal Aid	(5,050,033)	Decrease in federal revenue resulting from completion of several projects in 2001-02.
Other Revenue	(43,000)	Reduction due to an expected decrease in proceeds from the sale of fixed assets.
Total Revenue	<u>(3,587,263)</u>	
Fund Balance	<u>2,723,914</u>	

## PUBLIC WORKS

### BUDGET UNIT: CALTRANS CONTRACT (SVB TRA)

#### I. GENERAL PROGRAM STATEMENT

This budget reflects a cooperative agreement between the county's Public Works Department and the California Department of Transportation (CalTrans). This separate fund allows for the coordination and administration of consultant engineering contracts in support of CalTrans projects. Currently, two major projects are budgeted. The first is a feasibility study for truck lanes on the Interstate 15 and 40 freeways. The second is a preliminary design study for widening Interstate 15 from Victorville to Barstow. Both are multi-year projects receiving federal pass through funding from CalTrans. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	(111,030)	375,850	174,997	288,100
Total Revenue	115,729	342,206	13,967	415,487
Fund Balance		33,644		(127,387)

Actual expenditures for 2001-02 were significantly less than budget due to staff assigned to the CalTrans Contract working on other departmental projects for a considerable portion of the year. Correspondingly, revenues from CalTrans were also less than projected.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: Public Ways/Facilities</b>		
<b>DEPARTMENT: Public Works - CALTRANS Contract</b>			<b>ACTIVITY: Public Ways/Facilities</b>		
<b>FUND: Special Revenue SVB TRA</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Services and Supplies	162,382	38,100	38,100	-	38,100
Transfers	12,615	337,750	337,750	(87,750)	250,000
Total Appropriation	174,997	375,850	375,850	(87,750)	288,100
<b><u>Revenue</u></b>					
Use of Money & Prop	13,967	5,000	5,000	-	5,000
State, Fed or Gov't Aid	-	337,206	337,206	73,281	410,487
Total Revenue	13,967	342,206	342,206	73,281	415,487
Fund Balance		33,644	33,644	(161,031)	(127,387)

##### **Board Approved Changes to Base Budget**

Transfers	(87,750)	Decrease in salaries reimbursement due to I-15 widening project nearing completion.
Total Appropriations	<u>(87,750)</u>	
Revenues		
State and Federal Aid	73,281	Additional federal reimbursement expected to offset costs related to the CalTrans projects.
Total Revenues	<u>73,281</u>	
Fund Balance	<u>(161,031)</u>	

## PUBLIC WORKS

### BUDGET UNIT: STATE ROUTE 71 (SWP TRA)

#### I. GENERAL PROGRAM STATEMENT

This budget was established by the Board of Supervisors on May 22, 1989, to manage funds collected from the State Department of Transportation, Chino Hills Manager's Office, and City of Chino, for construction of an Edison/Grand connection to State Route 71 and safety improvements on State Route 71. The Edison/Grand connection was completed on November 22, 1991, and the safety improvements were completed on December 10, 1991. In 2000-01, the Auditor/Controller's Office completed an audit regarding the disbursement of funds remaining in this budget unit. In accordance with that audit, the residual funds were disbursed during 2001-02. Consequently, this budget has been closed out.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	-	719,838	745,083	-
Total Revenue	50,827	-	32,027	-
Fund Balance		719,838		-

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - State Route 71  
FUND: Special Revenue SWP TRA

FUNCTION: Public Ways/Facilities  
ACTIVITY: Public Ways/Facilities

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	745,083	719,838	719,838	(719,838)	-
Total Appropriation	745,083	719,838	719,838	(719,838)	-
<b><u>Revenue</u></b>					
Use of Money & Prop	32,027	-	-	-	-
Total Revenue	32,027	-	-	-	-
Fund Balance		719,838	719,838	(719,838)	-

##### Board Approved Changes to Base Budget

Services and Supplies	(719,838)	Decrease due to distribution of funds to the department's transportation fund.
Total Appropriations	(719,838)	
Total Revenues	-	
Fund Balance	(719,838)	

## PUBLIC WORKS

### BUDGET UNIT: ETIWANDA INTERCHANGE IMPROVEMENT (SVE TRA)

#### I. GENERAL PROGRAM STATEMENT

This budget was established to separately account for a cooperative agreement (approved by the Board during 2001-02) between the county's Public Works Department, the California Department of Transportation (CalTrans), and the Catellus Corporation for redesign of the Etiwanda Boulevard at I-10 interchange. This project is being designed and constructed in two Phases, Phase I is the realignment of Valley Boulevard and Phase II is the reconstruction of the Etiwanda at I-10 interchange. Both phases are anticipated to be completed by the end of 2002-03. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation			16,858,156	1,477,489
Total Revenue			9,821,321	8,504,313
Fund Balance		-		(7,026,824)

Design and construction contracts related to this project were approved by the Board of Supervisors subsequent to adoption of the 2001-02 budget.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Etiwanda Interchange  
FUND: Special Revenue SVE TRA

FUNCTION: Public Ways/Facilities  
ACTIVITY: Public Ways/Facilities

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	16,777,953	-	-	997,489	997,489
Other Charges	6,616	-	-	20,000	20,000
Transfers	73,587	-	-	460,000	460,000
Total Appropriation	16,858,156	-	-	1,477,489	1,477,489
<b><u>Revenue</u></b>					
Use of Money & Prop	5,883	-	-	2,500	2,500
State and Federal Aid	8,929,488	-	-	7,991,813	7,991,813
Other Revenue	885,950	-	-	510,000	510,000
Total Revenue	9,821,321	-	-	8,504,313	8,504,313
Fund Balance		-	-	(7,026,824)	(7,026,824)

##### Board Approved Changes to Base Budget

Services and Supplies	997,489	Based on anticipated needs to complete project.
Other Charges	20,000	Right of way purchases needed for the project.
Transfers	460,000	To reimburse road operations fund for cost of staff assigned to this project.
Total Appropriations	1,477,489	
Revenues		
Use of Money & Prop	2,500	Interest revenue earned on the fund's cash balance.
State and Federal Aid	7,991,813	Anticipated reimbursements from the state during 2002-03.
Other Revenue	510,000	Anticipated reimbursements from Catellus Corporation.
Total Revenues	8,504,313	
Fund Balance	(7,026,824)	



## PUBLIC WORKS

### BUDGET UNIT: HIGH DESERT CORRIDOR PROJECT (SWL TRA)

#### I. GENERAL PROGRAM STATEMENT

In 2000-01, the Board of Supervisors approved a cooperative agreement among the county, the City of Victorville, and the Town of Apple Valley. This agreement allows for the beginning of environmental studies and preliminary engineering for an east/west high desert corridor. This corridor will be north of Victorville from Highway 395 through the Town of Apple Valley. In accordance with the cooperative agreement, the city and the town will reimburse the county for all costs related to this project. This budget unit was established to separately account for expenditures and revenues related to this project. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	-	648,400	-	648,400
Total Revenue	-	648,400	201,943	446,457
Fund Balance		-		201,943

This project had no actual expenditures in 2001-02 since the county was awaiting initial contributions from the City of Victorville and Town of Apple Valley, as well as approval from CalTrans prior to commencing with the project.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Public Ways/Facilities		
DEPARTMENT: Public Works - High Desert Corridor			ACTIVITY: Public Ways		
FUND: Special Revenue SWL TRA					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	-	248,400	248,400	(218,000)	30,400
Transfers	-	400,000	400,000	218,000	618,000
Total Appropriation	-	648,400	648,400	-	648,400
<b><u>Revenue</u></b>					
Use of Money & Prop	1,943	8,000	8,000	-	8,000
State, Fed or Gov't Aid	200,000	640,400	640,400	(201,943)	438,457
Total Revenue	201,943	648,400	648,400	(201,943)	446,457
Fund Balance		-	-	201,943	201,943

##### Board Approved Changes to Base Budget

Services and Supplies	(218,000)	Decrease due to design and planning work to be completed by county staff.
Transfers	218,000	To reimburse road operations fund for the cost of staff assigned to this project.
Total Appropriations	-	
Revenues		
State and Federal Aid	(201,943)	Anticipated decrease in reimbursements from Victorville and Apple Valley.
Total Revenues	(201,943)	
Fund Balance	201,943	

## PUBLIC WORKS

**BUDGET UNIT: DEVELOPMENT PROJECTS (SWB, SWD, SWG, SWJ, SWM, SWN, SWO, SWQ, SWX, SXP)**

### I. GENERAL PROGRAM STATEMENT

The transportation facilities development fee funds are established by county ordinance to collect fees on new construction in the areas of Big Bear, Helendale/Oro Grande, Rancho Cucamonga, Yucaipa, High Desert, Oak Hills, Oak Glen, and Southeast Apple Valley. These fees provide funds for construction of roads in the established fee area that will ultimately be incorporated into the county road system. Funds must be spent in the area in which they are collected. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	298,539	2,788,275	202,394	3,131,112
Total Revenue	541,494	660,461	571,893	631,421
Fund Balance		2,127,814		2,499,691

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachment for detailed changes)

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

**GROUP: Economic Development/Public Services**  
**DEPARTMENT: Public Works - Development Projects**  
**FUND: Special Revenue SWB, SWD, SWJ, SWM, SWN**  
**SWO, SWQ, SWX, SXP**

**FUNCTION: Public Ways/Facilities**  
**ACTIVITY: Public Ways**

	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Services and Supplies	155,677	2,411,246	2,411,246	504,637	2,915,883
Transfers	46,717	377,029	377,029	3,200	380,229
Total Exp Authority	202,394	2,788,275	2,788,275	507,837	3,296,112
Less:					
Reimbursements	-	-	-	(165,000)	(165,000)
Total Appropriation	202,394	2,788,275	2,788,275	342,837	3,131,112
<b><u>Revenue</u></b>					
Use of Money & Prop	98,274	130,841	130,841	(17,566)	113,275
Current Services	473,619	529,620	529,620	(11,474)	518,146
Total Revenue	571,893	660,461	660,461	(29,040)	631,421
Fund Balance		2,127,814	2,127,814	371,877	2,499,691

## PUBLIC WORKS

Board Approved Changes to Base Budget		
Services and Supplies	<u>504,637</u>	Increase primarily due to additional fund balance available.
Transfers	<u>3,200</u>	Based on anticipated labor increases for 2002-03.
Reimbursements	<u>(165,000)</u>	Increase due to contributions from Measure I funds for their portion of construction projects.
Total Appropriations	<u>342,837</u>	
Revenue		
Use of Money & Prop	<u>(17,566)</u>	Decrease in interest earned on the fund's cash balance.
Current Services	<u>(11,474)</u>	Decrease in anticipated development in Helendale/Oro Grande, Lucerne Vly, SE Apple Valley.
Total Revenue	<u>(29,040)</u>	
Fund Balance	<u>371,877</u>	

## PUBLIC WORKS

**BUDGET UNIT: MEASURE I FUNDS (RRR, RRS, RRT, RRU, RRV, RWR, RWS, RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW)**

### I. GENERAL PROGRAM STATEMENT

Measure I was approved by the voters in November 1989, to provide funds for transit support, congestion relief, and safety improvements to roads. The primary source of funds is from a countywide one-half percent sales tax. Budget units were established for Measure I to separately manage the funds collected. The county is divided into six subareas: Barstow, Morongo, mountains, Needles, Victor Valley, and San Bernardino Valley. Funds must be spent in the subarea in which they are collected. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	4,770,302	24,830,853	6,407,657	25,400,625
Total Revenue	7,862,751	9,170,661	6,890,612	9,182,484
Fund Balance		15,660,192		16,218,141

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budget. The amount not expended is carried over to the subsequent year's budget. The 2001-02 actual revenues are also less than anticipated. This deficit is due to not achieving original sales tax projections.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachment for detailed changes)

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services  
DEPARTMENT: Public Works - Measure I Funds  
FUND: Special Revenue - RRR, RRS, RRT, RRV, RWR, RWS,  
RWT, RWU, RWV, SWR, SWS, SWT, SWU, SWV, SWW

FUNCTION: Public Ways/Facilities  
ACTIVITY: Transportation Sys

	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Services and Supplies	5,423,731	21,848,728	21,848,728	820,800	22,669,528
Other Charges	195,961	439,375	439,375	(134,875)	304,500
Transfers	787,965	2,842,750	2,842,750	758,847	3,601,597
Total Exp Authority	6,407,657	25,130,853	25,130,853	1,444,772	26,575,625
Less:					
Reimbursements	-	(300,000)	(300,000)	(875,000)	(1,175,000)
Total Appropriation	6,407,657	24,830,853	24,830,853	569,772	25,400,625
<b><u>Revenue</u></b>					
Taxes	5,367,319	5,184,418	5,184,418	260,191	5,444,609
Use of Money & Prop	738,631	603,243	603,243	87,632	690,875
Current Services	317,962	2,335,000	2,335,000	(38,000)	2,297,000
State, Fed or Gov't Aid	466,700	1,048,000	1,048,000	(298,000)	750,000
Total Revenue	6,890,612	9,170,661	9,170,661	11,823	9,182,484
Fund Balance		15,660,192	15,660,192	557,949	16,218,141

## PUBLIC WORKS

### Board Approved Changes to Base Budget

Services and Supplies	<u>820,800</u>	New projects include overlay of roads in the 29 Palms, Silver Lake, and Yucca Vly areas; signal installations at Cedar Avenue at Randall Avenue, Valley Boulevard at Cypress Avenue, Bloomington Avenue at Larch, and Alder at Marygold.
Other Charges	<u>(134,875)</u>	Less right of way needs are anticipated in 2002-03.
Transfers	<u>758,847</u>	\$593,847 for salary increases and additional labor anticipated for 2002-03 projects. Also, \$165,000 to the "Development Projects" funds for participation in the following road projects: Beekley Road, Central Avenue and Ocotillo Way.
Reimbursements	<u>(875,000)</u>	Participation from the Road Operations Fund for reconstruction of Rock Springs Road, as well as the reimbursement from the Road Fund for Beekley Road.
Total Appropriations	<u>569,772</u>	
Revenue		
Taxes	<u>260,191</u>	Increase based on half-cent sales tax revenue projections.
Use of Money & Prop	<u>87,632</u>	Increase of interest revenue due to anticipated increase in funds' cash balances.
Current Services	<u>(38,000)</u>	Reduced revenues from other local agencies due to fewer participation projects.
State and Federal Aid	<u>(298,000)</u>	Decrease in state aid primarily because of the completion of Division Drive, Sunburst Avenue and Whitefeather Road.
Total Revenue	<u>11,823</u>	
Fund Balance	<u>557,949</u>	

## PUBLIC WORKS

### BUDGET UNIT: SOLID WASTE MANAGEMENT OPERATIONS (EAA SWM) RECYCLING PROGRAMS (EWE SWM)

#### I. GENERAL PROGRAM STATEMENT

The Solid Waste Management Division (SWMD) is responsible for the operation and management of the County of San Bernardino's solid waste disposal system, which consists of 6 regional landfills, 8 transfer stations, oversight and/or post-closure maintenance at 28 inactive or closed landfills and waste disposal sites throughout the county. SWMD provides scale operations and maintenance; accounts payable/receivable; engineering, design, and construction management; and education and waste diversion. SWMD provides oversight, direction, guidance and control of the contractor, Burrtec Waste Industries, Inc. (Burrtec), for the daily operations of the county's active landfills, transfer stations, and maintenance of the inactive and closed landfills. In its contract administrative role, SWMD provides both general and specific direction to Burrtec in implementing county policies and procedures pertaining to the operations of the county's solid waste system. SWMD also monitors Burrtec's performance under the contract. SWMD maintains direct coordination with all regulatory agencies and liaison activities with customers, including cities, refuse haulers, and citizens. In addition, SWMD receives state and federal grant monies, county and private industry matching funds to be used to further the education and usage of methods of waste reduction, reuse and recycling.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Operating Expense	38,858,578	36,971,385	38,394,270	42,323,884
Total Revenue	38,170,628	37,539,702	40,154,555	43,827,202
Revenue Over (Under) Exp	(687,950)	568,317	1,760,285	1,503,318
Fixed Assets	139,633	-	17,512	223,965
Budgeted Staffing		59.4		62.3
<b><u>Workload Indicators</u></b>				
Total Tonnage	1,016,979	988,019	1,142,707	1,313,700
Single Family Residence	81,755	82,153	81,755	81,755
Active Facilities	14	14	14	14
Inactive Facilities	27	27	28	28

Actual expenses and revenues for 2001-02 are approximately \$1.4 million and \$2.4 million, respectively, more than budget. This overage is primarily due to an increase in the amount of solid waste brought into the county landfill system for disposal. On March 19, 2002, the Board of Supervisors approved a provision of the operations contract with Burrtec allowing for the recovery of up to 300,000 tons annually of in-county waste that had been previously taken out-of-county for disposal. The cost and revenue impacts associated with this additional waste are reflected in the 2001-02 actual amounts, as well as being included in the 2002-03 budget.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachment for detailed changes)

##### **STAFFING CHANGES**

Staffing has been increased by 2.9 positions. Of this increase, 1.0 Scale Operator is needed to assist SWMD with providing sufficient coverage at its various scale houses; 1.0 Accountant I is needed because SWMD's accounting functions have grown beyond the capacity of current staff; and 0.9 is being added for additional overtime for existing staff.

## PUBLIC WORKS

### PROGRAM CHANGES

As mentioned above, in March 2002 the Board approved an amendment to the Burrtec agreement allowing for the delivery of between 250,000 and 300,000 tons of in-county waste into the county's disposal system. Under this amendment, Burrtec is charged a \$20.50 per ton disposal fee on the additional waste received. This rate is less than the rate charged to Waste Disposal Agreement (WDA) cities. To compensate the WDA cities, the county agreed to split approximately \$2,000,000 of net revenue generated from receipt of the waste. Under this approach, the county keeps \$1,000,000 to aid funding of solid waste capital projects, while the other \$1,000,000 is allocated to the WDA cities for their use.

GROUP: Economic Development/Public Services DEPARTMENT: Public Works - Solid Waste Operations & Recycling Prog FUND: EAA SWM, EWE SWM			FUNCTION: Health & Sanitation ACTIVITY: Sanitation		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	2,786,901	3,180,581	3,307,860	119,758	3,427,618
Services and Supplies	25,457,934	26,054,111	26,073,426	116,570	26,189,996
Central Computer	14,984	7,720	28,878	-	28,878
Other Charges	6,201,088	7,728,973	7,728,973	(1,021,691)	6,707,282
Transfers	3,933,363	-	-	5,970,110	5,970,110
Total Operating Expense	38,394,270	36,971,385	37,139,137	5,184,747	42,323,884
<b>Revenue</b>					
Licenses & Permits	1,368,302	660,211	660,211	109,789	770,000
Taxes	7,036,220	6,914,858	6,914,858	(24,358)	6,890,500
Use of Money & Prop	162,685	109,725	109,725	52,275	162,000
Current Services	30,956,396	28,754,322	28,922,074	5,315,512	34,237,586
Other Revenue	630,952	1,100,586	1,100,586	666,530	1,767,116
Total Revenue	40,154,555	37,539,702	37,707,454	6,119,748	43,827,202
Revenue Over(Under) Exp	1,760,285	568,317	568,317	935,001	1,503,318
<b>Fixed Asset Exp</b>					
Land	(22,510)	-	-	15,000	15,000
Equipment & Vehicles	40,022	-	-	208,965	208,965
Total Fixed Asset Exp	17,512	-	-	223,965	223,965
Budgeted Staffing		59.4	59.4	2.9	62.3

Total Changes in Board Approved Base Budget	
Salaries and Benefits	127,279 MOU, retirement adjustment, step and equity increases.
Services and Supplies	19,315 Risk management liability rate increase.
Central Computer	21,158
Revenue	167,752 To offset increases in appropriations.
Total Operating Expense Change	167,752
Total Revenue Change	167,752
Total Rev Over (Under) Exp	-
Total 2001-02 Operating Expense	36,971,385
Total 2001-02 Revenue	37,539,702
Total 2001-02 Rev Over (Under) Exp	568,317
Total Base Budget Operating Expense	37,139,137
Total Base Budget Revenue	37,707,454
Total Base Budget Rev Over (Under) Exp	568,317

## PUBLIC WORKS

Board Approved Changes to Base Budget		
Salaries and Benefits	<u>119,758</u>	Increase for the 2.9 additional staff.
Services and Supplies	<u>430,556</u>	Cost to operate scale houses (operations, maintenance & equipment).
	<u>50,000</u>	Land use pass production and distribution cost.
	<u>(5,134,000)</u>	Expenses moved to transfers per GASB 34 requirements.
	<u>431,068</u>	Burrtec operations increase for additional standard tonnage and inflation.
	<u>372,604</u>	Burrtec excess tonnage payment for 2002-03.
	<u>1,980,000</u>	Burrtec operations payment for Article 19 solid waste - 300,000 tons.
	<u>567,840</u>	Septic ponds liquids extraction.
	<u>257,500</u>	County recycling/recovery programs.
	<u>159,000</u>	9,000 ongoing building maintenance and 150,000 for floor repair, new carpet and paint.
	<u>75,000</u>	Consultant services for the California Integrated Waste Management Plan submission.
	<u>332,070</u>	Increase in bond debt principal (offset by reduction in interest).
	<u>82,879</u>	Educational program materials for waste reduction reuse and recycling.
	<u>384,360</u>	Additional appropriations as of result of Board-approved fee increases.
	<u>127,693</u>	All other increases in this category.
	<u>116,570</u>	
Other Charges	<u>(347,710)</u>	Reduction in bond debt payment to interest (see principal increase).
	<u>564,377</u>	AB 939 fees - increase for additional standard tonnage and Article 19 tonnage.
	<u>(1,238,358)</u>	Host community fees moved to new enterprise fund (EWD) resulting from GASB 33.
	<u>(1,021,691)</u>	
Transfers	<u>134,000</u>	For ED/PSG Administration charges. Moved from services and supplies.
	<u>5,000,000</u>	Transfer to general fund moved from services and supplies.
	<u>836,110</u>	Additional transfers to EAC to fund projects (\$786,110) and added legislative services (\$50,000).
	<u>5,970,110</u>	
Total Operating Expense	<u>5,184,747</u>	
Revenue		
Licenses & Permits	<u>109,789</u>	Increase for waste permits and franchise service per contracts.
Taxes	<u>(24,358)</u>	Equivalent Single Family Residences (ESFR) did not increase as projected for 2002.
Use of Money & Prop	<u>52,275</u>	Increase in interest revenue for daily average account balance.
Current Services	<u>5,315,512</u>	Additional revenues generating from an increase in standard waste tonnage (\$2.5 million), Article 19 tonnage (\$2.4 million), and other fees (\$0.4).
Other Revenue	<u>(190,983)</u>	Reduction for previous years sale of Victorville Yard.
	<u>(784,302)</u>	Reduction for no sales proceeds from heavy equipment.
	<u>(120,301)</u>	Reduction of miscellaneous revenue.
	<u>82,879</u>	Department of Conservation funding for recycling education programs.
	<u>1,679,237</u>	Carry-over of unspent funds from prior fiscal year.
	<u>666,530</u>	
Total Revenue	<u>6,119,748</u>	
Rev Over(Under) Exp	<u>935,001</u>	
Land/Improvements	<u>15,000</u>	Purchase of three weather stations for Big Bear, Mid-Valley and Victorville sites.
Equipment & Vehicles	<u>25,965</u>	Replacement plotter (\$11,200), color laser jet printer (\$8,400) and server (\$6,365).
	<u>50,000</u>	Replace generator at the Barstow Landfill.
	<u>28,000</u>	Purchase one Blazer for field staff.
	<u>105,000</u>	Purchase three 4x4 trucks for field staff.
	<u>208,965</u>	
Total Fixed Assets	<u>223,965</u>	



## PUBLIC WORKS

### BUDGET UNIT: SOLID WASTE MANAGEMENT SITE CLOSURE AND MAINTENANCE (EAB SWC)

#### I. GENERAL PROGRAM STATEMENT

The Site Closure and Maintenance Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the closure of County landfill operations. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	297,921	683,406	(11,314)	939,285
Total Revenue	5,762,220	6,562,530	6,234,267	8,355,325
Revenue Over (Under) Exp	5,464,299	5,879,124	6,245,581	7,416,040
Fixed Assets	2,509,283	5,879,124	733,761	6,821,864

Fixed asset expenses in 2001-02, were approximately \$5.1 million below budget resulting from a number of projects not being completed during the year. Consequently, appropriations for these projects have been carried-over to 2002-03. In addition, an operating expense related to the Big Bear Transfer Station did not occur in 2001-02 as anticipated. This expense, which represents the final retention payable, is now expected to occur in 2002-03 and has budgeted accordingly.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services DEPARTMENT: Public Works - Solid Waste Site Closure & Maintenance FUND: Enterprise EAB SWC			FUNCTION: Health & Sanitation ACTIVITY: Sanitation		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	(11,314)	683,406	683,406	255,879	939,285
Total Operating Expense	(11,314)	683,406	683,406	255,879	939,285
<b><u>Revenue</u></b>					
Use of Money & Prop	123,655	205,000	205,000	(25,000)	180,000
Taxes	-	9,500	9,500		9,500
Current Services	34,613	-	-	108,000	108,000
Other Revenue	6,075,999	6,348,030	6,348,030	1,709,795	8,057,825
Total Revenue	6,234,267	6,562,530	6,562,530	1,792,795	8,355,325
Revenue Over (Under) Exp	6,245,581	5,879,124	5,879,124	1,536,916	7,416,040
<b><u>Fixed Asset Exp</u></b>					
Improvements to Land	733,761	5,879,124	5,879,124	942,740	6,821,864
Total Fixed Asset Exp	733,761	5,879,124	5,879,124	942,740	6,821,864

##### **Board Approved Changes to Base Budget**

Services and Supplies	255,879	An increase in professional services is anticipated due to a carry over of projects.
Total Operating Expense	255,879	
Revenue		
Use of Money and Prop	(25,000)	Decrease in interest on daily average cash balance.
Current Services	108,000	Article 19 Waste Fee is a new revenue source as of March 2002.
Other Revenue	3,742,389	Carry-over of unspent funds from prior fiscal year.
	(2,032,594)	Reduction in bond proceeds is anticipated for 2002-03.
	1,709,795	
Total Revenue	1,792,795	
Revenue Over(Under) Appr.	1,536,916	
Improvements to Land	942,740	The increase is due to an additional project being started at the Milliken landfill site.

## PUBLIC WORKS

### BUDGET UNIT: SOLID WASTE MANAGEMENT SITE ENHANCEMENT, EXPANSION & ACQUISITION (EAC SWF)

#### I. GENERAL PROGRAM STATEMENT

The Site Enhancement, Expansion, and Acquisition Fund includes expenses and revenues for planning, permitting, construction, and design activities related to the expansion and/or enhancement of county landfill and transfer station operations. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	1,345,142	2,484,408	906,398	3,033,798
Total Revenue	13,029,559	5,605,387	5,648,791	5,246,861
Revenue Over (Under) Exp	11,684,417	3,120,979	4,742,393	2,213,063
Fixed Assets	11,641,369	3,120,979	1,423,631	2,213,063

Actual expenses in 2001-02, including fixed assets, were approximately \$3.3 million less than budget resulting from a number of projects not being completed during the year. Accordingly, appropriations for these projects have been carried-over to 2002-03.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Health & Sanitation		
DEPARTMENT: Public Works - Solid Waste Site Enhancement			ACTIVITY: Sanitation		
FUND: Enterprise EAC SWF					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	906,398	2,484,408	2,484,408	549,390	3,033,798
Total Operating Expense	906,398	2,484,408	2,484,408	549,390	3,033,798
<b><u>Revenue</u></b>					
Use of Money & Prop	27,743	65,000	65,000	(50,000)	15,000
Current Services	588,930	-	-	1,858,500	1,858,500
Other Revenue	5,032,118	5,540,387	5,540,387	(2,167,026)	3,373,361
Total Revenue	5,648,791	5,605,387	5,605,387	(358,526)	5,246,861
Revenue Over (Under) Exp	4,742,393	3,120,979	3,120,979	(907,916)	2,213,063
<b><u>Fixed Asset Exp</u></b>					
Land	22,662	1,055,487	1,055,487	(1,042,424)	13,063
Improvements to Land	1,400,969	2,065,492	2,065,492	134,508	2,200,000
Total Fixed Asset Exp	1,423,631	3,120,979	3,120,979	(907,916)	2,213,063

## PUBLIC WORKS

### Board Approved Changes to Base Budget

Services and Supplies	549,390	Additional costs for design, construction management, and California Environmental Quality Act (CEQA) review for projects at the following landfill sites: Barstow, Victorville, Mid-Valley, and San Timoteo.
Total Operating Expense	<u>549,390</u>	
Revenues:		
Use of Money	<u>(50,000)</u>	Decreased interest on the fund's daily average cash balance.
Current Services	<u>1,858,500</u>	Article 19 Waste Fee is a new revenue source as of March 2002.
Other Revenue	475,834	Carry-over of unspent funds from prior fiscal year.
	(3,428,970)	Reduction in bond proceeds anticipated for 2002-03.
	786,110	Funds from Solid Waste Operations Fund (EAA).
	<u>(2,167,026)</u>	
Total Revenue	<u>(358,526)</u>	
Revenue Over (Under) Exp	<u>(907,916)</u>	
Land/Imprmnts to Land	(907,916)	(\$1,042,424) Appropriation for land is reduced due to less funding available and (\$134,508) increase due to additional costs for the design and construction of liner 2 at the Mid-Valley Landfill.

## PUBLIC WORKS

### BUDGET UNIT: SOLID WASTE MANAGEMENT GROUNDWATER REMEDIATION (EAL SWM)

#### I. GENERAL PROGRAM STATEMENT

The Groundwater Remediation Fund includes expenses and revenues related to environmental remediation activities at County landfills due to continuing, expanding, or closure type operations. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	3,023,434	3,232,701	2,026,285	3,195,223
Total Revenue	3,675,576	3,976,384	3,159,327	4,770,789
Revenue Over (Under) Exp	652,142	743,683	1,133,042	1,575,566
Fixed Assets	1,614,213	743,683	(266,776)	1,575,566

Operating expenses in 2001-02 were approximately \$1.2 million less than budget. This reduction was due to a delay in commencing with a number of new projects (primarily well installation), as well as operating and maintenance costs on existing facilities being less than anticipated. Since these expenses are reimbursed by bond proceeds, revenue for the year was accordingly under realized by approximately \$800,000. The negative amount reflected in the 2001-02 actual fixed assets (\$266,766) is the result of retention payments made during the year being less than the amount accrued in the previous year. This occurred because final retention invoices did not include a project's overhead costs, but this cost was included on previous project estimates.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Health & Sanitation		
DEPARTMENT: Public Works - Solid Waste Groundwater Remediation			ACTIVITY: Sanitation		
FUND: Enterprise EAL SWM					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	2,026,285	3,232,701	3,232,701	(37,478)	3,195,223
Total Operating Expense	2,026,285	3,232,701	3,232,701	(37,478)	3,195,223
<b><u>Revenue</u></b>					
Use of Money & Prop	12,655	-	-	20,000	20,000
Other Revenue	3,146,672	3,976,384	3,976,384	774,405	4,750,789
Total Revenue	3,159,327	3,976,384	3,976,384	794,405	4,770,789
Revenue Over (Under) Exp	1,133,042	743,683	743,683	831,883	1,575,566
<b><u>Fixed Asset Exp</u></b>					
Land/Improvements to Land	(266,776)	743,683	743,683	831,883	1,575,566
Total Fixed Asset Exp.	(266,776)	743,683	743,683	831,883	1,575,566

## PUBLIC WORKS

### Board Approved Changes to Base Budget

Services and Supplies	<u>(37,478)</u>	A decrease in professional services is anticipated.
Total Operating Expense	<u><u>(37,478)</u></u>	
Revenue		
Use of Money and Prop	20,000	Increase in interest on funds daily cash balance.
Other Revenue	<u>774,405</u>	Increase in bond proceeds anticipated in 2002-03.
Total Revenue	<u><u>794,405</u></u>	
Revenue Over (Under) Exp	<u><u>831,883</u></u>	
Fixed Asset Exp		
Land/Imprmnts to Land	<u><u>831,883</u></u>	New projects at a number of landfill sites are scheduled for 2002-03 based on additional funding.

## PUBLIC WORKS

### BUDGET UNIT: SOLID WASTE MANAGEMENT ENVIRONMENTAL MITIGATION FUND (EWD SWM)

#### I. GENERAL PROGRAM STATEMENT

This new enterprise fund was established for separate accountability of that portion of the tipping fee designated for such programs as the Household Hazardous Waste (HHW) Program and the Community Collection Program. Revenues collected in this fund are also used to make contractual payments to the cities. Prior to 2001-02, activity related to environmental mitigation was accounted for in a trust fund. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Operating Expense	-	-	552,849	1,621,000
Total Revenue	-	-	3,599,225	1,820,618
Revenue Over (Under) Exp	-	-	3,046,376	199,618

Creation of the Environmental Mitigation Enterprise Fund occurred after the 2001-02 budget had been adopted by the Board. This new fund was in response to recent changes in accounting policies limiting the use of trust funds. As mentioned above, previous activity related to environmental mitigation was accounted for in a separate trust fund.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services DEPARTMENT: Public Works - Solid Waste Environmental Mitigation FUND: Enterprise Fund EWD SWM			FUNCTION: Health & Sanitation ACTIVITY: Sanitation		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Other Charges	552,849	-	-	1,621,000	1,621,000
Total Operating Expense	552,849	-	-	1,621,000	1,621,000
<b><u>Revenue</u></b>					
Rev from Use of Money/Prop	182,629	-	-	-	-
Current Services	3,416,596	-	-	1,820,618	1,820,618
Total Revenue	3,599,225	-	-	1,820,618	1,820,618
Revenue Over (Under) Exp	3,046,376	-	-	199,618	199,618

Board Approved Changes to Base Budget		
Other Charges	1,621,000	Environmental mitigation fees, per approved MOU agreements, due to cities with a landfill within its sphere of influence or incorporated limits.
Total Operating Expense	1,621,000	
Revenue		
Current Services	1,820,618	Tipping fee component, including regular gate fee, Waste Delivery Agreement gate fee-Fontana, and Article 19 gate fee; less transfers to Environmental Health Services Division for annual Household Hazardous Waste Program and EAA SWM for Community Cleanup Program.
Total Revenue	1,820,618	
Revenue Over (Under) Exp	199,618	

## OVERVIEW OF BUDGET

**DEPARTMENT: REDEVELOPMENT AGENCY**  
**ASSOCIATE ADMINISTRATIVE OFFICER: KEITH LEE**

The Redevelopment Agency of the County of San Bernardino was established in 1980 under the California State Redevelopment Law. Although a study was made at that time to assess the feasibility of establishing one or more redevelopment project areas, no projects were formed. However, the proposal to build a speedway on a portion of the site once occupied by the Kaiser Steel Plant near Fontana stimulated new interest in redevelopment. As a result of this interest, in 1995 the entire former Kaiser site and other blighted industrial property in its vicinity were incorporated into a project called the San Sevaine Redevelopment Project. The major objectives of the project are to encourage private sector investment in the development and redevelopment of the area by removing impediments to growth, eliminating and/or preventing the spread of blight and deterioration, and correcting infrastructure deficiencies. The following are the budget units that the Redevelopment Agency oversees:

	<b>2002-03</b>			
	<b>Appropriation</b>	<b>Revenue</b>	<b>Fund Balance</b>	<b>Staffing</b>
Operating Fund	5,203,818	1,665,118	3,538,700	2.1
Housing Fund	4,192,159	585,472	3,606,687	-
Debt Service Fund	4,617,327	3,662,500	954,827	-
Infrastructure Improvements	7,389,625	300,000	7,089,625	-
Senior Housing Project	270,789	30,000	240,789	-
<b>TOTAL</b>	<b>21,673,718</b>	<b>6,243,090</b>	<b>15,430,628</b>	<b>2.1</b>

### BUDGET UNIT: OPERATING FUND (SPF RDA)

#### I. GENERAL PROGRAM STATEMENT

This operating fund was created to account for the Redevelopment Agency's administrative functions, including staffing requirements.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	(182,490)	2,931,399	(654,012)	5,203,818
Total Sources	175,944	140,000	134,455	1,665,118
Fund Balance		2,791,399		3,538,700
Budgeted Staffing		2.0		2.1

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

The negative amount for 2001-02 actual expenditures is due to tax increment revenue received from the Redevelopment's Debt Service Fund being recorded as a reimbursement.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### STAFFING CHANGES

Budgeted staff was increased by 0.1 position for a part time contract employee.

##### PROGRAM CHANGES

None.

# REDEVELOPMENT AGENCY

GROUP: Economic Development/Public Services  
DEPARTMENT: Redevelopment Agency - Operating Fund  
FUND: Special Revenue SPF RDA

FUNCTION: General  
ACTIVITY: Other General

	2001-02 Actual	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	162,514	189,341	183,454	-	183,454
Services and Supplies	20,334	3,687,650	3,690,917	1,000,732	4,691,649
Central Computer	323	-	1,438	-	1,438
Other Charges	15,667	20,000	20,000	-	20,000
Transfers	212,162	212,162	212,162	136,238	348,400
Total Exp Authority	411,000	4,109,153	4,107,971	1,136,970	5,244,941
Less:			-		-
Reimbursements	(1,065,012)	(1,177,754)	(1,177,754)	1,136,631	(41,123)
Total Appropriation	(654,012)	2,931,399	2,930,217	2,273,601	5,203,818
<b>Revenue</b>					
Use of Money & Prop	134,455	140,000	140,000	-	140,000
Total Revenue	134,455	140,000	140,000	-	140,000
Operating Transfers In	-	-	(1,182)	1,526,300	1,525,118
Total Sources	134,455	140,000	138,818	1,526,300	1,665,118
Fund Balance		2,791,399	2,791,399	747,301	3,538,700
Budgeted Staffing		2.0	2.0		2.0

## Total Changes in Board Approved Base Budget

### Base Year

Salaries and Benefits	5,680	MOU increases.
Services and Supplies	3,312	Inflation.
	(45)	Reduction in risk management liability.
	3,267	
Central Computer	1,438	Increase in central computer charges.
Sources	10,385	Revenue to support the base year adjustments.

### Mid Year

Salaries and Benefits	(50,415)	Reclassification of Redevelopment Director to Redevelopment Project Manager.
	38,848	Extension of contract for Redevelopment Director until Redevelopment Project Manager is hired.
	(11,567)	
Sources	(11,567)	Reduction in revenue to support the mid-year adjustments.

Total Appropriation Change	(1,182)
Total Revenue Change	(1,182)
Total Local Fund Balance	-
Total 2001-02 Appropriation	2,931,399
Total 2001-02 Revenue	140,000
Total 2001-02 Fund Balance	2,791,399
Total Base Budget Appropriation	2,930,217
Total Base Budget Revenue	138,818
Total Base Budget Fund Balance	2,791,399



## REDEVELOPMENT AGENCY

### Board Approved Changes to Base Budget

Services and Supplies	1,228,155	Increase in other professional services based on additional fund balance.
	122,700	Increase in other professional services based on professional services required for various projects.
	3,152	Increase in rent expense.
	7,000	Increase in training and travel due to new Redevelopment Project Manager and the increase in projects within the redevelopment area.
	(4,428)	Net Change to all other expenditures in this category.
	(355,847)	Decrease due to the actual fund balance being less than estimated fund balance.
	<u>1,000,732</u>	
Transfers	<u>136,238</u>	Increased cost of ED/PSG administrative support and Economic Subgroup services.
Reimbursements	1,122,228	Reimbursements from RDA debt service fund have been reclassified to other financing sources.
	14,403	Reduction in reimbursement of non San Servaine RDA costs from ED/PSG-Admin.
	<u>1,136,631</u>	
Total Appropriations	<u>2,273,601</u>	
Operating Transfers In	1,122,228	Reimbursements from RDA debt service fund have been reclassified to other financing sources.
	404,072	Increase in other financing sources from the debt service fund due to additional tax increment.
	<u>1,526,300</u>	
Total Sources	<u>1,526,300</u>	
Fund Balance	<u>747,301</u>	

# REDEVELOPMENT AGENCY

## BUDGET UNIT: HOUSING FUND (SPH RDA)

### I. GENERAL PROGRAM STATEMENT

The Housing Fund was established to segregate 20% of the net tax increment revenues generated by the project. These revenues are used to conserve and/or expand the supply of low and moderate income housing within the project area. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	(819,957)	2,532,200	(898,596)	4,192,159
Total Sources	100,870	42,000	110,323	585,472
Fund Balance		2,490,200		3,606,687

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

The negative amount for 2001-02 actual expenditures is due to tax increment revenue received from the Redevelopment's Debt Service Fund being recorded as a reimbursement.

Actual revenue in 2001-02 exceeds budget as a result of additional interest income. The department had anticipated a lower cash balance for the year; consequently, interest revenue was also projected at a reduced level.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

<b>GROUP: Economic Development Public Services</b>			<b>FUNCTION: General</b>		
<b>DEPARTMENT: Redevelopment Agency - Housing Fund</b>			<b>ACTIVITY: Other General</b>		
<b>FUND: Special Revenue SPH RDA</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Services and Supplies	-	2,894,106	2,894,106	1,298,053	4,192,159
Total Exp Authority	-	2,894,106	2,894,106	1,298,053	4,192,159
Less:			-		-
Reimbursements	(898,596)	(361,906)	(361,906)	361,906	-
Total Appropriation	(898,596)	2,532,200	2,532,200	1,659,959	4,192,159
<b><u>Revenue</u></b>					
Use of Money & Prop	110,323	42,000	42,000	-	42,000
Total Revenue	110,323	42,000	42,000	-	42,000
Operating Transfers In	-	-	-	543,472	543,472
Total Sources	110,323	42,000	42,000	543,472	585,472
Fund Balance		2,490,200	2,490,200	1,116,487	3,606,687

## REDEVELOPMENT AGENCY

Board Approved Changes to Base Budget		
Services and Supplies	881,075	Additional amount available for low & moderate housing due to increased fund balance.
	<u>416,978</u>	Increase due to the actual fund balance being greater than the estimated fund balance.
	<u>1,298,053</u>	
Reimbursements	<u>361,906</u>	Reimbursements from RDA debt service fund have been reclassified to other financing sources.
	<u>361,906</u>	
Total Appropriations	<u>1,659,959</u>	
Revenue		
Operating Transfers In	361,906	Reimbursements from RDA debt service fund have been reclassified to other financing sources.
	<u>181,566</u>	Increased other financing sources from the debt service fund due to additional tax increment.
	<u>543,472</u>	
Total Sources	<u>543,472</u>	
Fund Balance	<u>1,116,487</u>	

# REDEVELOPMENT AGENCY

## BUDGET UNIT: DEBT SERVICE FUND (DBR RDA)

### I. GENERAL PROGRAM STATEMENT

This debt service fund was established to account for the accumulation of net tax increment revenue and the payment of long-term debt. On January 25, 2000, the Board approved issuance of approximately \$20 million in tax allocation bonds. The proceeds from the sale of these bonds will be used to finance infrastructure improvements within the project area. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Requirements	2,888,447	4,008,400	3,542,312	4,617,327
Total Revenue	3,223,445	3,082,400	3,571,139	3,662,500
Fund Balance		926,000		954,827

Actual expenditures for 2001-02 are \$466,088 less than budget due to the debt service reserve of \$934,245 not being expensed during the year; this is partially offset by transfers to the Redevelopment's operating fund exceeding expectations by \$468,157. The overage in transfers was the result of additional tax revenue generated within the project area.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: General		
DEPARTMENT: Redevelopment Agency - Debt Service			ACTIVITY: Other General		
FUND: Debt Service DBR RDA					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Debt Service	1,590,248	1,590,248	1,590,248	952	1,591,200
Debt Service Reserve	-	934,245	934,245	2,710	936,955
Total Appropriation	1,590,248	2,524,493	2,524,493	3,662	2,528,155
Operating Transfers Out	1,952,064	1,483,907	1,483,907	605,265	2,089,172
Total Requirements	3,542,312	4,008,400	4,008,400	608,927	4,617,327
<b><u>Revenue</u></b>					
Use of Money & Prop	53,860	-	-	35,000	35,000
Taxes	3,517,279	3,082,400	3,082,400	545,100	3,627,500
Total Revenue	3,571,139	3,082,400	3,082,400	580,100	3,662,500
Fund Balance		926,000	926,000	28,827	954,827

## REDEVELOPMENT AGENCY

### Board Approved Changes to Base Budget

Debt Service	15,000	Increased principal payments on tax allocation bonds.
	(14,048)	Decreased interest payments on tax allocation bonds.
	<u>952</u>	
Debt Service Reserve	<u>2,710</u>	Interest and principal payments will be increasing in 2003-04.
Oper. Transfers Out	584,683	Transfers to the Operating Fund and the Housing Fund are increased due to additional tax increment revenue in 2002-03.
	20,582	Increase due to the actual fund balance being greater than the estimated fund balance.
	<u>605,265</u>	
Total Requirements	<u>608,927</u>	
Revenue		
Use of Money	35,000	Interest revenue resulting from debt service reserve.
Taxes	545,100	An increase in tax increment revenue is anticipated in 2002-03.
Total Revenues	<u>580,100</u>	
Fund Balance	<u>28,827</u>	

**REDEVELOPMENT AGENCY****BUDGET UNIT: INFRASTRUCTURE IMPROVEMENTS (SPD RDA)****I. GENERAL PROGRAM STATEMENT**

This capital projects fund was established to provide separate accountability for infrastructure improvements financed from tax allocation bond proceeds. A complete list of these infrastructure improvements is included in the project's Redevelopment Plan. There is no staffing associated with this budget.

**II. BUDGET & WORKLOAD HISTORY**

	<b>Actual 2000-01</b>	<b>Budget 2001-02</b>	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>
Total Appropriation	5,218,542	9,076,295	1,886,865	7,389,625
Total Revenue	911,662	300,000	386,458	300,000
Fund Balance		8,776,295		7,089,625

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Actual revenue in 2001-02 exceeds budget as a result of additional estimated interest income. The department had anticipated a lower cash balance for the year; consequently, interest revenue was also projected at a reduced level.

**III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET****STAFFING CHANGES**

None.

**PROGRAM CHANGES**

None.

<b>GROUP: Economic Development/Public Services</b>			<b>FUNCTION: General</b>		
<b>DEPARTMENT: Redevelopment Agency -Infrastructure Imprmnts</b>			<b>ACTIVITY: Other General</b>		
<b>FUND: Capital Fund SPD RDA</b>					
	<b>2001-02 Actuals</b>	<b>2001-02 Approved Budget</b>	<b>2002-03 Board Approved Base Budget</b>	<b>2002-03 Board Approved Changes to Base Budget</b>	<b>2002-03 Final Budget</b>
<b><u>Appropriations</u></b>					
Services and Supplies	1,886,865	9,076,295	9,076,295	(1,686,670)	7,389,625
Total Appropriation	1,886,865	9,076,295	9,076,295	(1,686,670)	7,389,625
<b><u>Revenue</u></b>					
Use of Money & Prop	386,458	300,000	300,000	-	300,000
Total Revenue	386,458	300,000	300,000	-	300,000
Fund Balance		8,776,295	8,776,295	(1,686,670)	7,089,625

**Board Approved Changes to Base Budget**

Services and Supplies	(2,351,841)	Decreased amount based upon reduction in fund balance.
	665,171	Increase due to the actual fund balance being greater than the estimated fund balance.
	(1,686,670)	
Total Appropriations	(1,686,670)	
Fund Balance	(1,686,670)	

# REDEVELOPMENT AGENCY

## BUDGET UNIT: SENIOR HOUSING PROJECT (SPE RDA)

### I. GENERAL PROGRAM STATEMENT

This capital projects fund was created to provide separate accountability for the construction of a 68-unit senior housing project. Construction of this project, which will be located outside the redevelopment project area, was financed from tax allocation bonds issued in 1999-00. This project is almost complete. Any funds left will be transferred to SPH-RDA Housing Fund to be allocated for future projects. There is no staffing associated with this budget.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Requirements	4,462,200	271,727	-	270,789
Total Revenue	253,164	15,000	42,253	30,000
Fund Balance		256,727		240,789

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Actual revenue in 2001-02 exceeds budget as a result of additional estimated interest income. The department had anticipated a lower cash balance for the year; consequently, interest revenue was also projected at a reduced level.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

#### STAFFING CHANGES

None.

#### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services DEPARTMENT: Redevelopment Agency - Senior Housing Proj FUND: Capital SPE RDA			FUNCTION: General ACTIVITY: Other General		
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	-	271,727	271,727	(938)	270,789
Total Appropriation	-	271,727	271,727	(938)	270,789
<b><u>Revenue</u></b>					
Use of Money & Prop	42,253	15,000	15,000	15,000	30,000
Total Revenue	42,253	15,000	15,000	15,000	30,000
Fund Balance		256,727	256,727	(15,938)	240,789

#### Board Approved Changes to Base Budget

Services and Supplies	17,110	Increased amount based primarily on an increase in interest, which increases fund balance.
	(18,048)	Decrease due to the actual fund balance being less than estimated fund balance.
Total Appropriations	(938)	
Revenue		
Use of Money	15,000	Additional interest revenue due to an increased cash balance.
Total Revenue	15,000	
Fund Balance	(15,938)	

## OVERVIEW OF BUDGET

DEPARTMENT: REGISTRAR OF VOTERS  
REGISTRAR: SHARON BERINGSON, INTERIM REGISTRAR  
BUDGET UNIT: AAA ROV

### I. GENERAL PROGRAM STATEMENT

The Registrar of Voters conducts elections as prescribed by district, city, county, state and federal laws, and regulations. The department is also responsible for registering voters, examining petitions, and maintaining voter records, boundary changes and precinct boundaries to reflect realignments of all political subdivisions.

### II. BUDGET & WORKLOAD HISTORY

	<u>Actual</u> <u>2000-01</u>	<u>Budget</u> <u>2001-02</u>	<u>Actual</u> <u>2001-02</u>	<u>Budget</u> <u>2002-03</u>
Total Appropriation	3,312,073	4,389,890	4,649,831	3,393,942
Total Revenue	914,678	1,876,000	2,840,316	673,500
Local Cost	2,397,395	2,513,890	1,809,515	2,720,442
Budgeted Staffing		40.7		38.6
<b><u>Workload Indicators</u></b>				
Elections	100	165	187	110
Registered Voters	679,950	720,000	628,675	675,000
Polling Places	988	1,350	1,235	850
State Petitions Checked	1	7	6	5
Signatures Checked on State Petitions	1,250	40,000	61,994	39,200
Absentee Ballots issued	137,573	151,000	117,325	100,000

The variance between the 2001-02 budget and actual appropriations is primarily attributed to the department conducting special elections that were called after the budget was finalized. In terms of revenue, the department realized additional SB90 state reimbursement of \$584,093 as a result of an accounting change, \$72,528 in state windfall reimbursement for special elections conducted in 2000-01, and \$317,540 in additional election service revenue realized in 2001-02.

### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

#### **STAFFING CHANGES**

Budgeted staffing has decreased by 2.1 positions. One Assistant Registrar of Voters position was added by Board action on January 29, 2002, and staffing decreases of 3.1 budgeted positions is attributed to the department's election cycle, which calls for one major election in 2002-03, vs. two major elections in 2001-02. This reduction of a major election decreased the need for Public Service Employees by 2.3 budgeted staff, and overtime by .8 budgeted staff.

#### **PROGRAM CHANGES**

None.



# REGISTRAR OF VOTERS

GROUP: Economic Development/Public Services  
DEPARTMENT: Registrar of Voters  
FUND: General AAA ROV

FUNCTION: General  
ACTIVITY: Elections

	2001-02 Actuals	2001-02 Final Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	1,556,359	1,704,199	1,903,032	(84,640)	1,818,392
Services and Supplies	2,937,176	2,674,335	1,665,765	(117,860)	1,547,905
Central Computer	11,356	11,356	27,645		27,645
Equipment	44,940	-	-	-	-
Total Appropriation	4,549,831	4,389,890	3,596,442	(202,500)	3,393,942
Operating Transfers Out	100,000	-	-	-	-
Total Appropriation	4,649,831	4,389,890	3,596,442	(202,500)	3,393,942
<b>Revenue</b>					
Current Services	1,837,544	1,520,000	520,000	(321,500)	198,500
State, Fed or Gov't Aid	972,622	316,000	316,000	134,000	450,000
Other Revenue	30,150	40,000	40,000	(15,000)	25,000
Total Revenue	2,840,316	1,876,000	876,000	(202,500)	673,500
Local Cost	1,809,515	2,513,890	2,720,442	-	2,720,442
Budgeted Staffing		40.7	41.7	(3.1)	38.6

## Total Changes in Board Approved Base Budget

Base Year		
Salaries and Benefits	107,633	Includes \$92,030 for MOU adjustments plus \$15,603 for increased retirement costs.
Services and Supplies	(1,008,570)	Includes increases of \$42,092 for cost of living, \$4,534 for risk management liabilities, and \$323 for EHAP. Also includes a decrease of \$1,000,000 which is due to the upcoming fiscal year including one major election vs. last fiscal year, including two, along with a \$55,519 for 2% budget reduction.
Central Computer	16,289	
Revenue	(1,000,000)	Revenues are decreased due to the upcoming fiscal year including one major election vs. last fiscal year including two.
Mid Year		
Salaries and Benfits	91,200	Assistant Registrar of Voters added by Board action on January 29, 2002.
Total Appropriation Change	(793,448)	
Total Revenue Change	(1,000,000)	
Total Local Cost Change	206,552	
Total 2001-02 Appropriation	4,389,890	
Total 2001-02 Revenue	1,876,000	
Total 2001-02 Local Cost	2,513,890	
Total Base Budget Appropriation	3,596,442	
Total Base Budget Revenue	876,000	
Total Base Budget Local Cost	2,720,442	

## REGISTRAR OF VOTERS

### Board Approved Changes to Base Budget

Salaries and Benefits	<u>(84,640)</u>	Reduction of PSE's and budgeted overtime due to one major election vs two in 01-02.
	<u>(84,640)</u>	
Services and Supplies	<u>(117,860)</u>	Reductions in most objects due to one major election vs. two in 01-02.
	<u>(117,860)</u>	
Total Appropriations	<u>(202,500)</u>	
Revenues		
Current Services	<u>(321,500)</u>	Reduction in revenue due to election cycle.
State and Federal Aid	117,000	Increase in SB90 reimbursements is anticipated.
	17,000	Projected increase in State affidavit postage reimbursement.
	<u>134,000</u>	
Other Revenue	(15,000)	Due to one major election in 02-03 vs. two elections in 01-02, plus continuing decline in demand for election related information.
	<u>(15,000)</u>	
Total Revenues	<u>(202,500)</u>	
Total Local Cost	<u>-</u>	

## OVERVIEW OF BUDGET

DEPARTMENT: SPECIAL DISTRICTS  
DIRECTOR: EMIL MARZULLO

	2002-03				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Franchise Administration	296,432		296,432		3.0
Fish and Game Comm	41,861	15,000		26,861	-
TOTAL	338,293	15,000	296,432	26,861	3.0

### BUDGET UNIT: FRANCHISE ADMINISTRATION (AAA FRN)

#### I. GENERAL PROGRAM STATEMENT

Franchise Administration is a division of Special Districts. Its function is to monitor utility, cable, telecommunication, and interstate pipeline franchises, as well as the use of other public property. Franchise Administration is also responsible for ensuring submission of the appropriate documents from franchisees including reports, proof of insurance, and payment of franchise fees. Other duties include monitoring customer service compliance for cable television service providers and research designed to identify other entities utilizing public rights-of-way.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	354,412	289,495	277,311	296,432
Local Cost	354,412	289,495	277,311	296,432
Budgeted Staffing		3.0		3.0
<b><u>Workload Indicators</u></b>				
Number of Franchises:				
Cable Television	13	13	13	13
Gas	4	4	4	4
Water	24	26	25	27
Electric	2	2	2	3
Pipeline and Telecom	5	7	5	8
Franchise Revenues:				
Cable Television	1,016,008	1,000,000	1,031,041	975,000
Gas	1,525,451	1,398,000	2,113,861	1,750,000
Water	141,949	175,000	213,223	180,000
Electric	1,422,377	1,650,000	2,027,870	1,800,000
Pipeline and Telecom	57,211	140,000	63,567	75,000

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

None.

## SPECIAL DISTRICTS

GROUP: Economic Development/Public Services  
DEPARTMENT: Special Districts - Franchise Administration  
FUND: General AAA FRN

FUNCTION: General  
ACTIVITY: Legislative & Admin.

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b>Appropriations</b>					
Salaries and Benefits	214,898	176,935	186,473	1,226	187,699
Services and Supplies	61,478	77,027	73,309	(10,497)	62,812
Central Computer	935	935	2,052	-	2,052
Transfers	-	34,598	34,598	9,271	43,869
Total Appropriation	277,311	289,495	296,432	-	296,432
Local Cost	277,311	289,495	296,432	-	296,432
Budgeted Staffing		3.0	3.0		3.0

### Total Changes in Board Approved Base Budget

Salaries and Benefits	9,538	MOU and retirement increases.
Services and Supplies	(3,718)	Inflation, risk management liability, and 2% budget reduction.
Central Computer	1,117	
Total Appropriation Change	6,937	
Total Revenue Change	-	
Total Local Cost Change	6,937	
Total 2001-02 Appropriation	289,495	
Total 2001-02 Revenue	-	
Total 2001-02 Local Cost	289,495	
Total Base Budget Appropriation	296,432	
Total Base Budget Revenue	-	
Total Base Budget Local Cost	296,432	

### Board Approved Changes to Base Budget

Salaries and Benefits	1,226	Step increase.
Services and Supplies	(10,497)	Reduction in services and supplies to pay for the increase in the payment to CSA 70 and the step increase.
Transfers	9,271	Increase payment to CSA 70.
Total Appropriations	-	
Total Revenue	-	
Local Cost	-	

## SPECIAL DISTRICTS

### BUDGET UNIT: FISH AND GAME COMMISSION (SBV CAO)

#### I. GENERAL PROGRAM STATEMENT

The Fish and Game Commission was created by county ordinance. Revenues received from certain fines levied under the code are returned to the county and used for improvement of fish and game facilities. There is no staffing associated with this budget.

#### II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	29,890	73,167	25,608	41,861
Total Revenue	45,242	19,000	(1,697)	15,000
Fund Balance		54,167		26,861

In accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Revenues for this program are based upon fines levied by the court for code violations. Revenue is down because fish and game violations, and citations written by State Fish and Game Wardens are down this year.

#### III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET

##### STAFFING CHANGES

None.

##### PROGRAM CHANGES

None.

GROUP: Economic Development/Public Services			FUNCTION: Public Protection		
DEPARTMENT: Special Districts - Fish and Game Commission			ACTIVITY: Other Protection		
FUND: Special Revenue SBV CAO					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<b><u>Appropriations</u></b>					
Services and Supplies	25,608	73,167	73,167	(31,306)	41,861
Total Appropriation	25,608	73,167	73,167	(31,306)	41,861
<b><u>Revenue</u></b>					
Fines & Forfeitures	(1,697)	19,000	19,000	(4,000)	15,000
Total Revenue	(1,697)	19,000	19,000	(4,000)	15,000
Fund Balance		54,167	54,167	(27,306)	26,861

##### Board Approved Changes to Base Budget

Services and Supplies	(31,306)	Decreased to better represent anticipated costs based on projected revenues, fund balance adj.
Total Appropriation	(31,306)	
Revenue	(4,000)	Projected decreased in fines and forfeitures revenue.
Total Revenue	(4,000)	
Fund Balance	(27,306)	